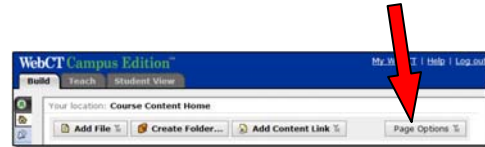


Designing with the EWP Shell

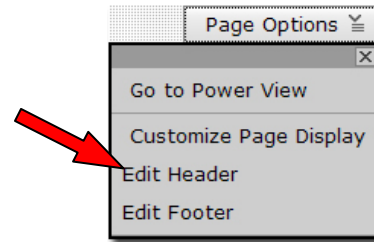
How To Clicksheet 2007

General – Changing Faculty Information

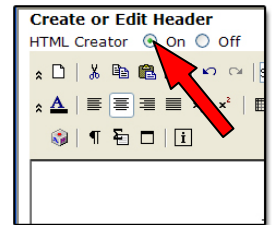
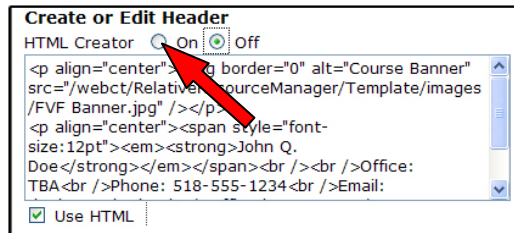
- 1.) Ensure that you are on the **Build** tab
- 2.) Click on **Page Options** on the homepage from the Build tab



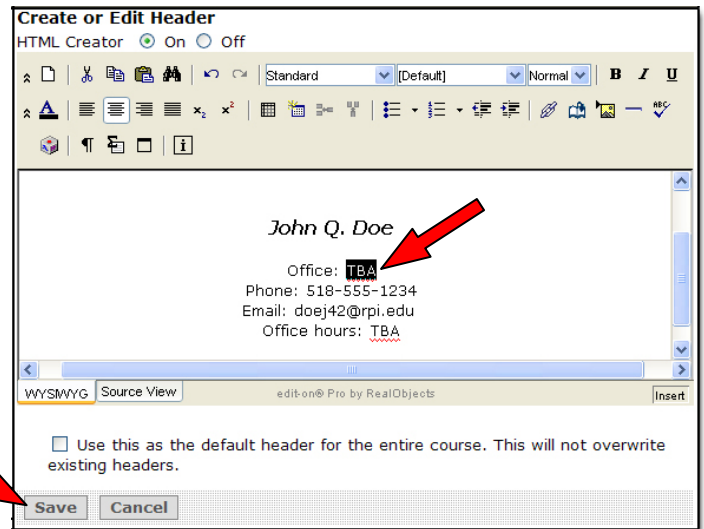
- 3.) Click **Edit Header**



- 4.) Set **HTML Creator** to **On**, if it is not already



- 5.) **Select Text** you wish to change, and then type the new information



- 6.) When finished click **Save**