

Office 365 How To

Make Changes to a SharePoint Page

1. Go to the page you want to edit.
2. Click Edit (upper right corner) to access the edit mode. This is where you can make changes, add text, images and color, and format, similar to how you would do this in a Word document.
3. Click on the tabs across the top ribbon to make changes to the page
 - FORMAT TEXT: font size, color, style, text layout, cut/copy/paste, etc.
 - INSERT: pictures, links, files, app parts, tables, etc.
 - PAGE: permissions, edit properties, rename page, etc.
4. Click Save (upper right corner) often and always before you leave a page.
5. To give your site a custom look, click on the gear wheel icon (upper right corner) and select *change the look* and follow the prompts.
6. Text in this mode is not *spellchecked* automatically, but click the spellcheck icon (✓) in the middle of the page (when in edit mode) to see if you have misspellings.
7. If you have images you want to use they need to be sized *before* you insert them. This often requires some trial and error.