

Editing with the Content Editor (2014 R1)

Overview

Modify the content of an existing template for a static page (e.g. Contact Us, About Us). Changes to data-driven content (e.g. Product Metadata) are not covered here.



When editing content, it is recommended that you have 2 browsers open:

1. One to use this to modify the content
2. Second to view the changed content

This way you do not need to log in and out to review the content.

Step-by-step guide

To edit Page Content using the Content Editor:

1. Identify the Template you want to change.
2. Browse the page as an end user.
3. At the start of the page content that requires change, **'right click'** in the Web Browser.
4. Choose **'Inspect Element'**.
5. The browser's console will appear, and just above the area you have highlighted, you will see a HTML Comment with a title **'Template Name:'** (this usually appears in Green to denote it is a comment).
6. Take note of this template name.
7. Login as an Administrator.
8. Navigate to **'Content'** --> **'Content Editor'**.
9. Search for the name of the template.
10. Select the template record via radio button.
11. Click **'Content Editor'** link; the editor will open in a window with the **'Content Editor'** tab selected.
12. A prompt will appear regarding the Content Editor altering your code - click **'OK'** (refer Info below).
13. Make the required changes.
14. Click **'Save'**.



You may see a message that the Content Editor will modify your template. This can happen as the Content Editor will attempt to make corrections to HTML code that it considers malformed. You can view the changes the content editor has made by clicking on the **'History'** tab, and clicking the **'Compare'** button.

If you do not want to save the changes made by the Content Editor, you can **'Cancel'** the editing operation and choose to use the **'Code Editor'**, which does not modify your template.

See also [Editing with the Code Editor \(2014 R1\) \(deprecated\)](#), and

[Reviewing Changes to a Template Before Saving \(2014 R1\)](#)

Related help

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