

ITS Resource Center Home




SiteManager - How do I edit content modules?

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Edit Content

1. When you mouse over a module, it will be highlighted in yellow. You have three choices:
 - a.  **Move** the module: Click on the two vertical lines and drag the module above or below another module. Please note, you can only move modules within the same content areas.
 - b.  **Edit** the content: Click on the Edit button. The editing options are dependent upon the type of content module.
 - c.  **Change Options:**
 - i. Settings: Change the *Layout* and *Style* of the module box.
 - ii. 1/3 Width, 1/2 Width, 2/3 Width, Full Width: By default a module spans the *Full Width* of the designated column. Sets how much space the content uses in the column
 - iii. Inherit: Typically used in conjunction with Lock. Ensures the selected module will appear on all pages in the site or section.
 - iv. Lock: Typically used in conjunction with Inherit. Ensures the Ensures the selected module will appear on all pages in the site or section.
 - v. Remove: Deletes the content.

Related Links

[What is a content module? How do I add them?](#)

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