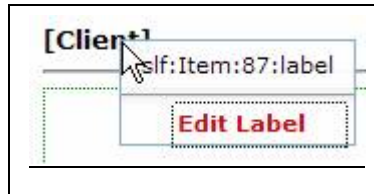
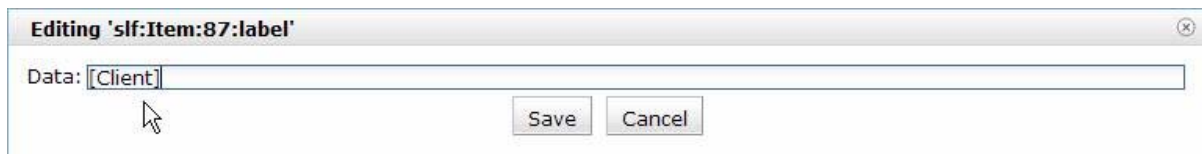


Editing – Content, Tab Labels, Other Phrases, Assessment

- **Content Editing:** you can edit wherever you see a “green dotted” box.
- **Right click on the inside of any green dotted box.** Then click "Edit Content". There are also many other editable labels and items outside of the green areas, so if there is a line or word of text you want to edit in a area not bordered in green, try “right-clicking” on the word(s). and you may see this:



- (Click on “edit label” above and you will get the window below where you can type over the existing text and click “save” to change it.)



- **Tab Label Editing:** right click on the word in the tab. Then click "Edit Label".
- **Any other phrases or words you want to edit.** Try a right click on the word. Many can be edited while others cannot be edited by you and requires Ruth to do so because it may have a database link.

Function and Structure Changes

- **Tab Structure Changes, Deletions, or Additions:** LeaderXY Tech must do that. It doesn't take much time, but that is a tech level access.