

## **Edit an Existing Web Page: Using the Visual Format Editor (VFE)**

Why re-create the wheel if you don't have to? Save yourself some work and edit an existing page instead. It's easy to do!

Visual Format Editors are the most versatile fields in TeamSite templates. These fields allow you control over your text. You can add an infinite amount of text, apply basic formatting and even create tables. It's very similar to formatting text in software programs although there are a few minor differences that are noted below. Most free-form templates contain VFEs.

### **Instructions:**

1. Navigate to the existing template you wish to edit. Click the edit button to the far right.
2. After the template opens, click on Save As in the upper right corner of the template and type in the new file name. (See Figure 1)
3. In the upper left corner of the template you will see your new file name displayed. (See Figure 2)
4. Double click in the VFE (See Figure 3).  
*Note: If you are accessing TeamSite from a Mac, your VFE is embedded. You can access the VFE field by clicking the Mac Editor button at the bottom of your template. The VFE window will display in front of the template.*
5. The VFE functions work similar to software programs. (See Figure 3). You can use shortcuts, like <Control B>, to bold your text and <Control C> and <Control V> to cut and paste.
6. You can also insert bullets by clicking on the **"B"** button or italicize your text by highlighting it and clicking on the **"I"** button.  
*Note: When you insert bullets, the VFE adds a line space after the last bullet. After inserting the last bullet, do not insert a line space. It will look like you need it, but you'll see when you preview the page that it's already there.*
7. Once you've completed your edits, click on the Preview button at the top of the template. This will open your document and you can "preview" what it will look like when it's published. Be sure to click on any links you've created to make sure they go to the appropriate place.

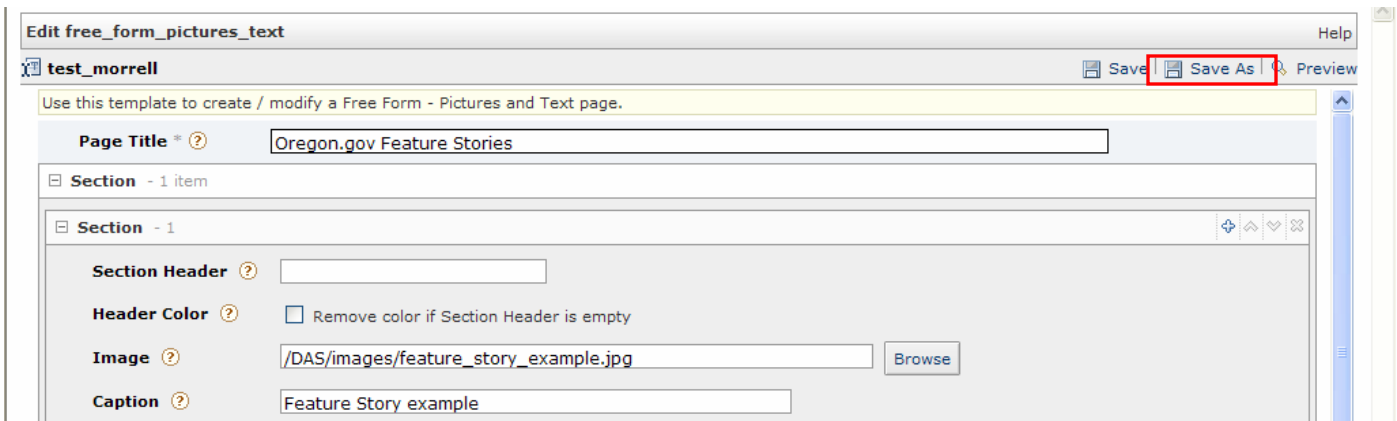


Figure 1 – Click on Save As in the upper right corner of the template.

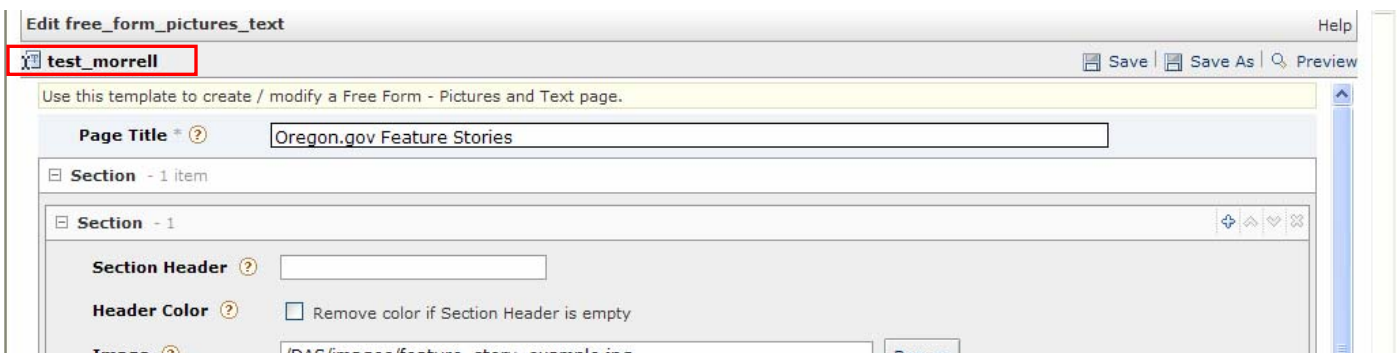


Figure 2 – In the upper left corner of the template you will see your new file name displayed.

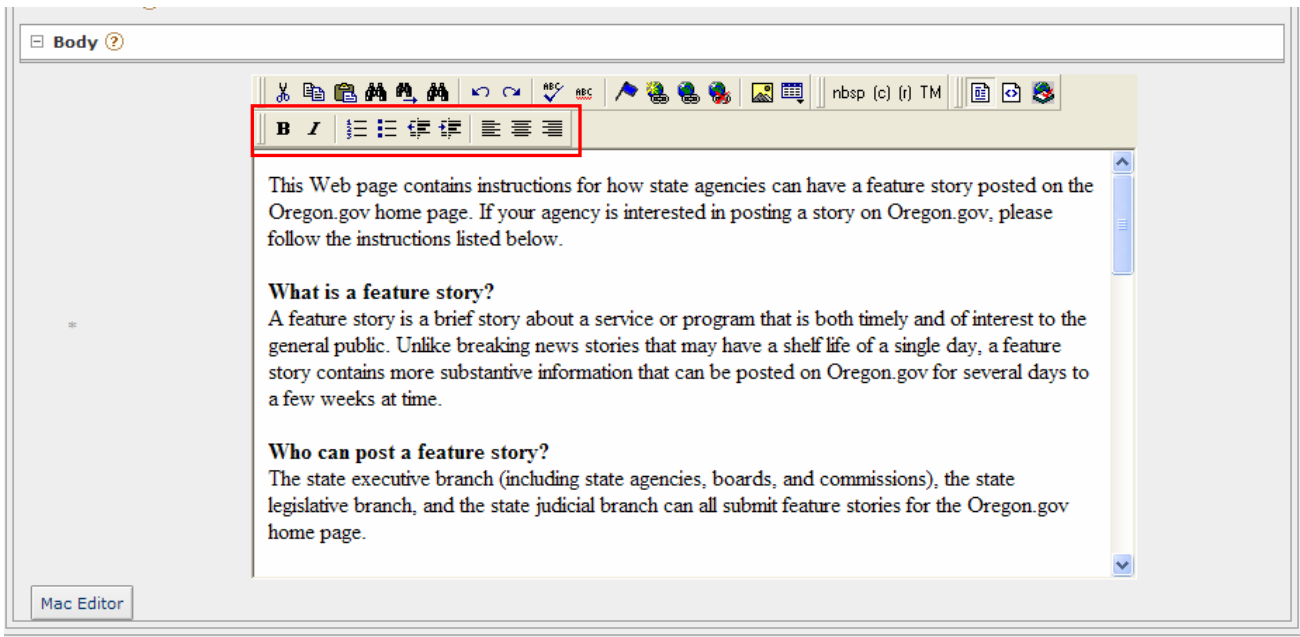


Figure 3 – Visual Format Editor (VFE)