

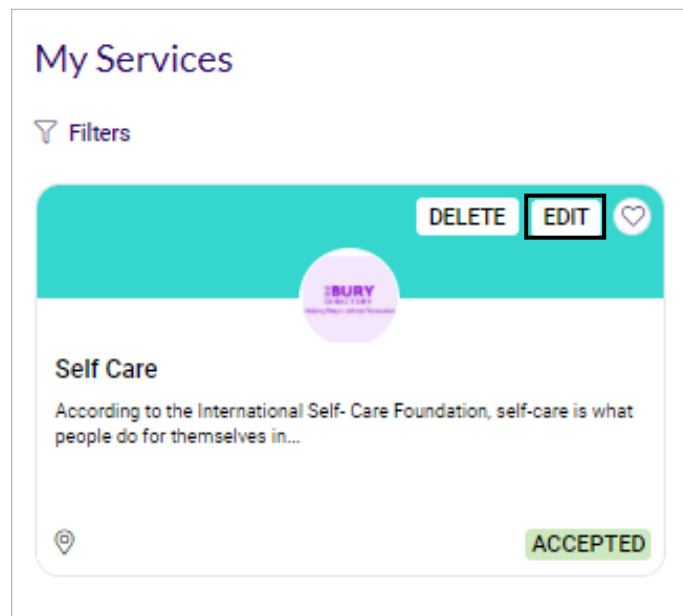
A 'How To' Guide: Updating a Page Entry on The Bury Directory

Step
1

Log in and manage
your page listings

If you have existing page entries then you will see a page with a list of page names and titles like the example below.

In order to update it, you will need to click 'edit' in the top right hand corner.



Step
2

Edit your page
record

Simply work your way through the template adding, deleting or updating as necessary. For further advice around completing this check out '*Creating a new entry on The Bury Directory*'

Step
3

Save your updated
record details

When you have finished click **Save Record** and this will submit your details to be reviewed before going live on the Directory.

