

## HOW TO EDIT AN USEFUL LINK

### STEP #1:

Click on the EDIT tab

### STEP #2:

From the drop-down menu, select "General Information"

### STEP #3:

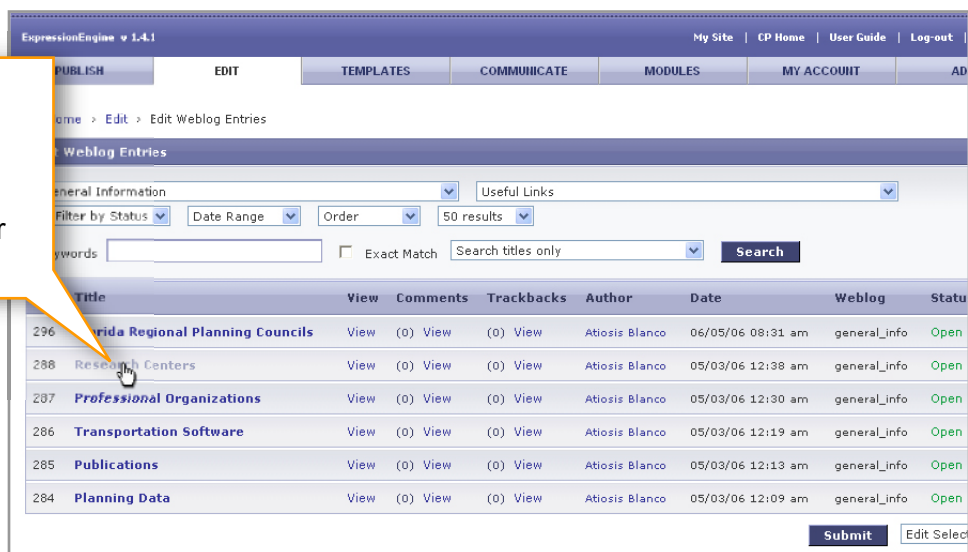
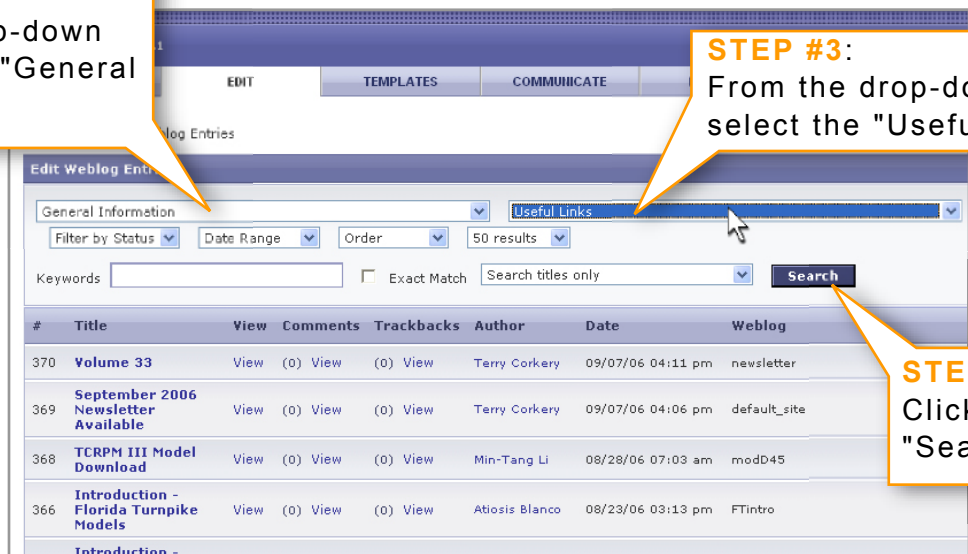
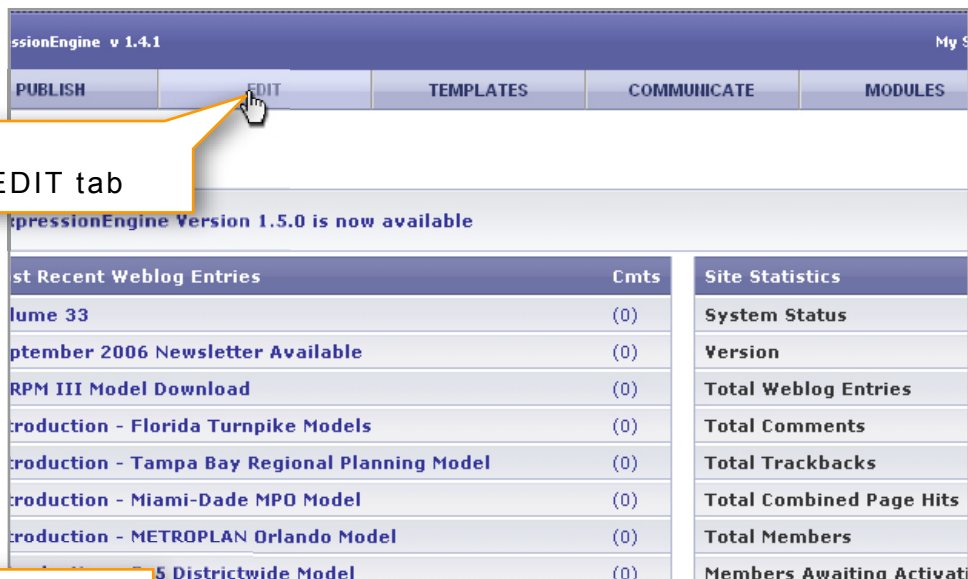
From the drop-down menu, select the "Useful Links"

### STEP #4:

Click on the "Search" button

### STEP #5:

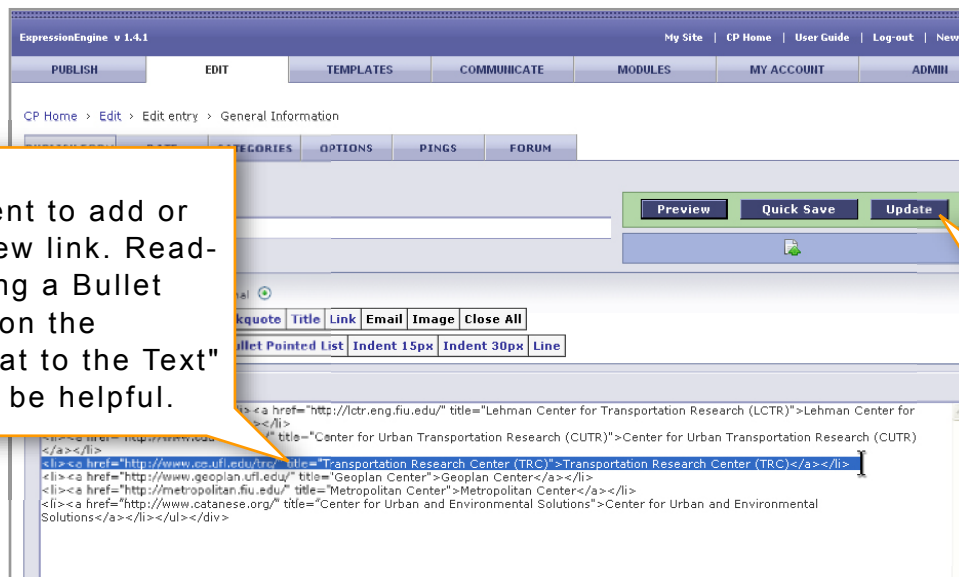
Click on the title of the section you wish to add or remove a link



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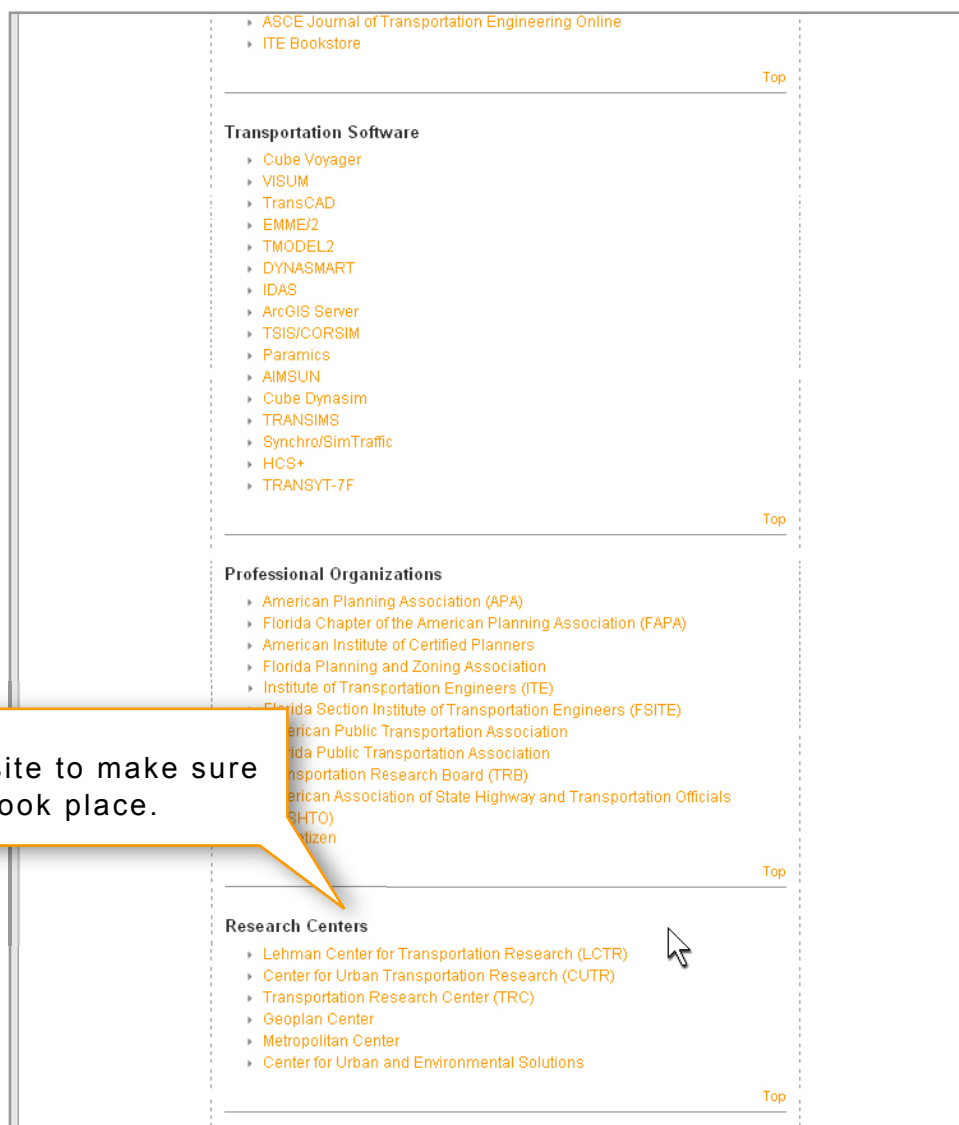
### STEP #5:

Edit the content to add or remove the new link. Reading the "Making a Bullet Pointed List" on the "Adding Format to the Text" help files can be helpful.



### STEP #5:

Click the "Update" button to submit the changes



### STEP #6:

Visit the website to make sure the changes took place.