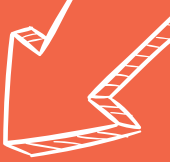


Edit text in Boogie text editor



Instructions to edit a text.

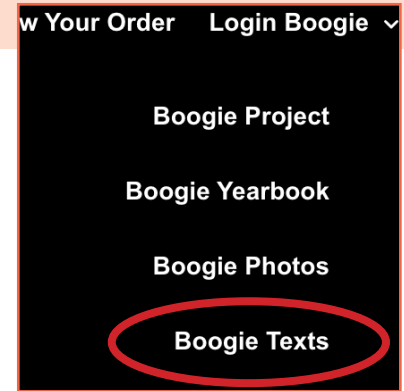
1. Log in

Please go to laurentien.ca, hover over the **Boogie Login** button, and click on **Boogie Texts**.

Here is your login information:

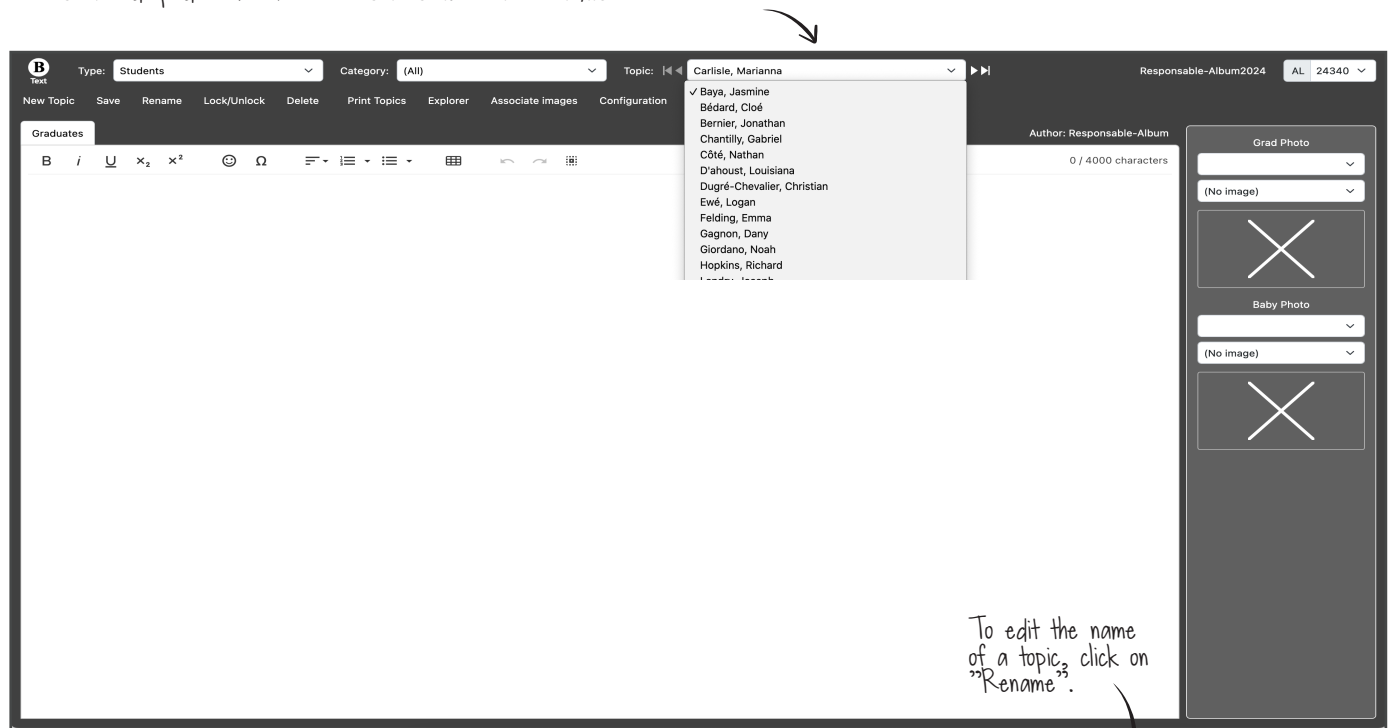
Username: _____

Password: _____



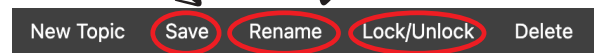
2. In the text editor

2.1 Use the drop-down menu or arrows to switch between texts.



2.2 Once the topic has been edited, click on "Save" to confirm the changes made

2.3 Then lock the topic by clicking on "Lock/Unlock" to make sure the author cannot make anymore unauthorised changes.



Tip

Deleting duplicates can be done directly in the topic by clicking on "Delete".