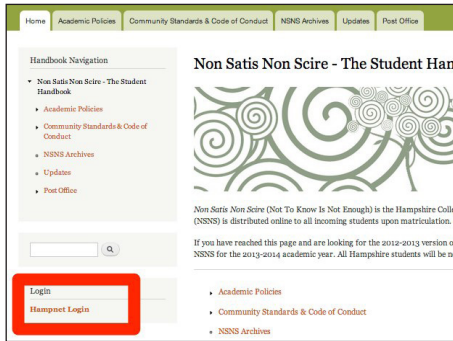


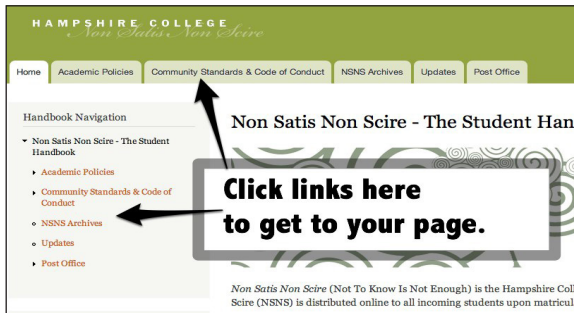
How to Edit Non Satis Non Scire Online

1. Go to handbook.hampshire.edu.

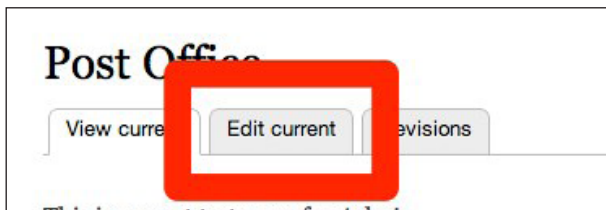
2. Log In.



3. Navigate through the pages to get to the page you need to edit.

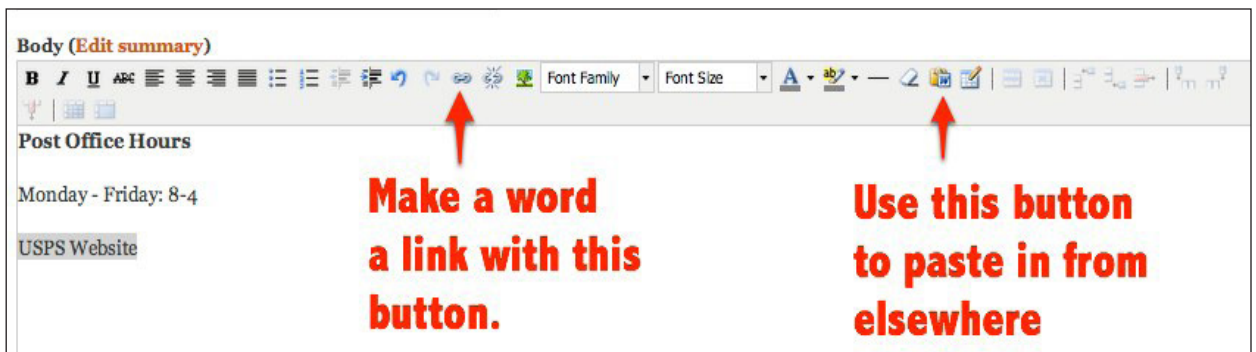


4. Click the "Edit Current" tab.



5. Enter your content into the text box.

Don't lose work! If you're going to be typing a lot, we suggest typing in Word on your computer, saving frequently, and pasting into the text box.



6. Type a summary of what you added or changed into the revision log message box.

This is important to help us keep track of changes made to the site.

Revision information New revision	Revision log message I updated post office hours and added a link to the USPS.
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7. Click Save at the bottom.

Your changes will be reviewed by the Student Conduct office and will publish out.

Save	Preview	Delete (all revisions)
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8. Woops- did you make a mistake?

This is how to fix something in the changes you just made, before they're published.

Click revisions.

Edit Book page Post Office		
View current	Edit current	Revisions

Click the top most revision.

Delete all
ved 02/19/2013 - 11:33 by aakLO@hampshire.edu Updated hours, linked to USPS
Saved 02/19/2013 - 11:23 by aakLO@hampshire.edu
Saved 02/14/2013 - 10:07 by aakLO@hampshire.edu
Saved 02/14/2013 - 09:44 by aakLO@hampshire.edu

Click Edit under "Revision Operations"

Revision of Post Office from T		
View current	Edit current	Revision operations
List all revisions	View	Edit
Post Office Hours		

Make your changes and click save at the bottom again.

Whatever version appears as this top-most link will be the one to publish out.

Delete all
ved 02/19/2013 - 11:33 by aakLO@hampshire.edu Updated hours, linked to USPS
Saved 02/19/2013 - 11:23 by aakLO@hampshire.edu
Saved 02/14/2013 - 10:07 by aakLO@hampshire.edu
Saved 02/14/2013 - 09:44 by aakLO@hampshire.edu