

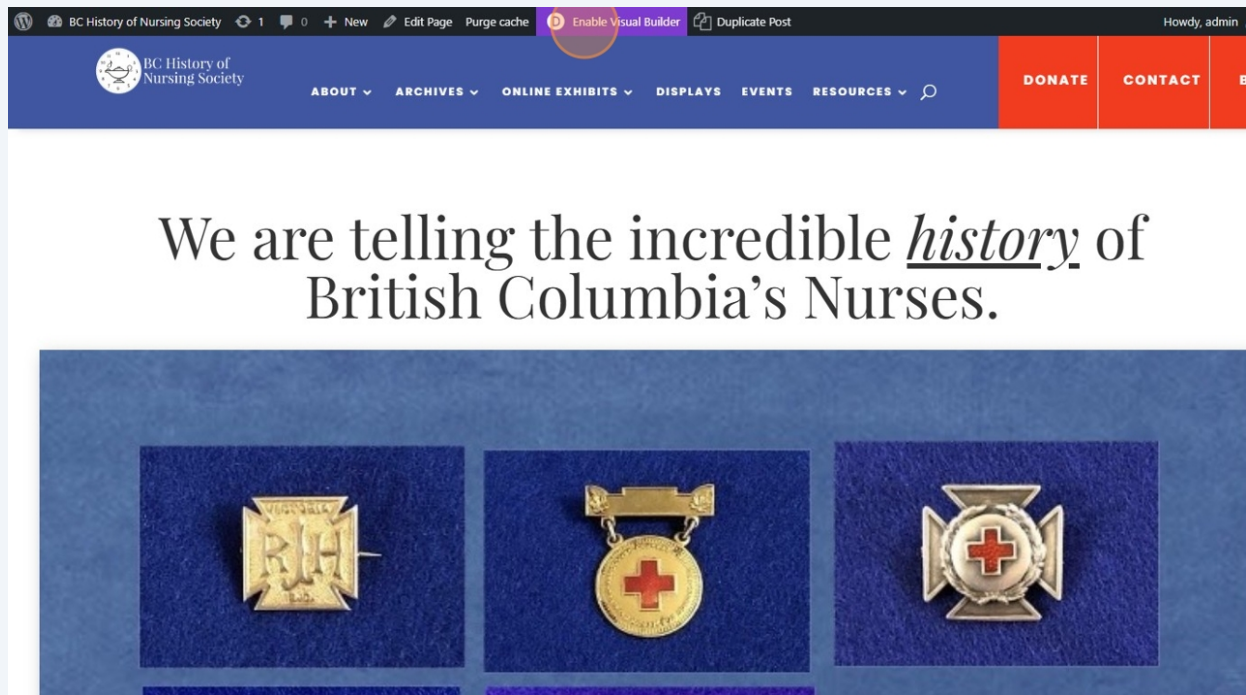
# How to Make Basic Changes on Any Page - Scribe<sup>®</sup> Home page as an example

1 Navigate to <https://bcnursinghistory.ca/>

We are telling the incredible *history* of  
British Columbia's Nurses.



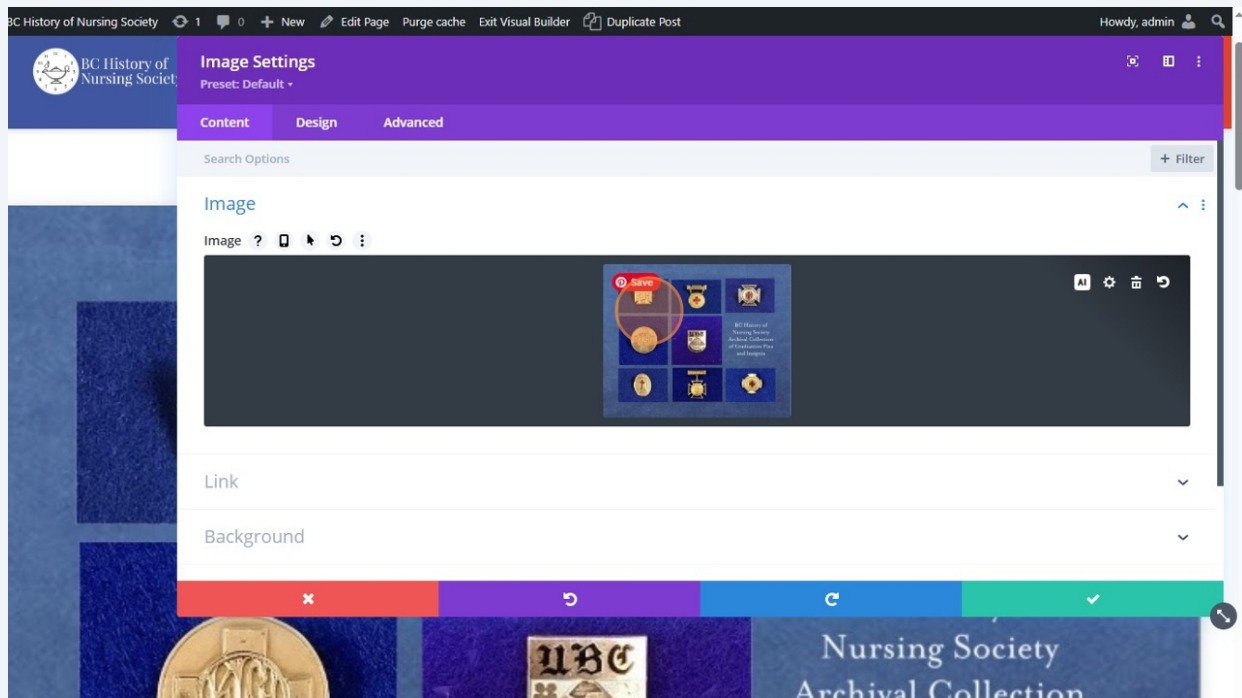
## 2 Click "Enable Visual Builder"



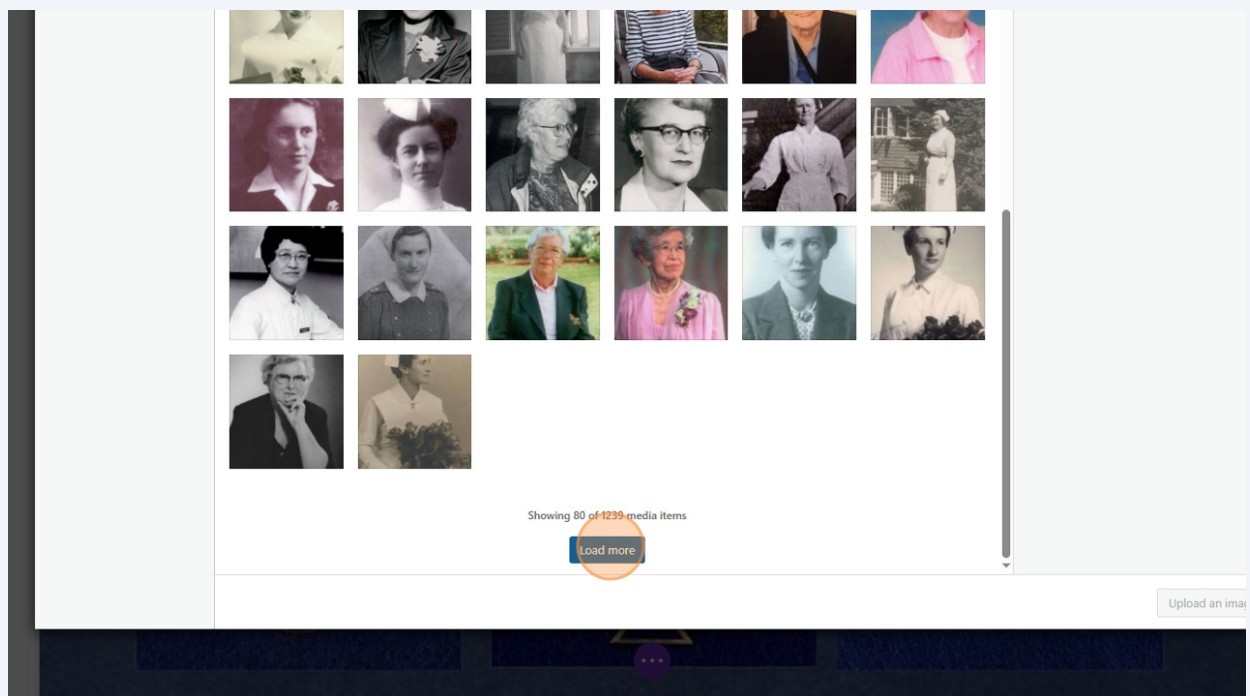
## 3 Click the gear icon inside a black box to change that content - in this example an image



#### 4 Click this image.

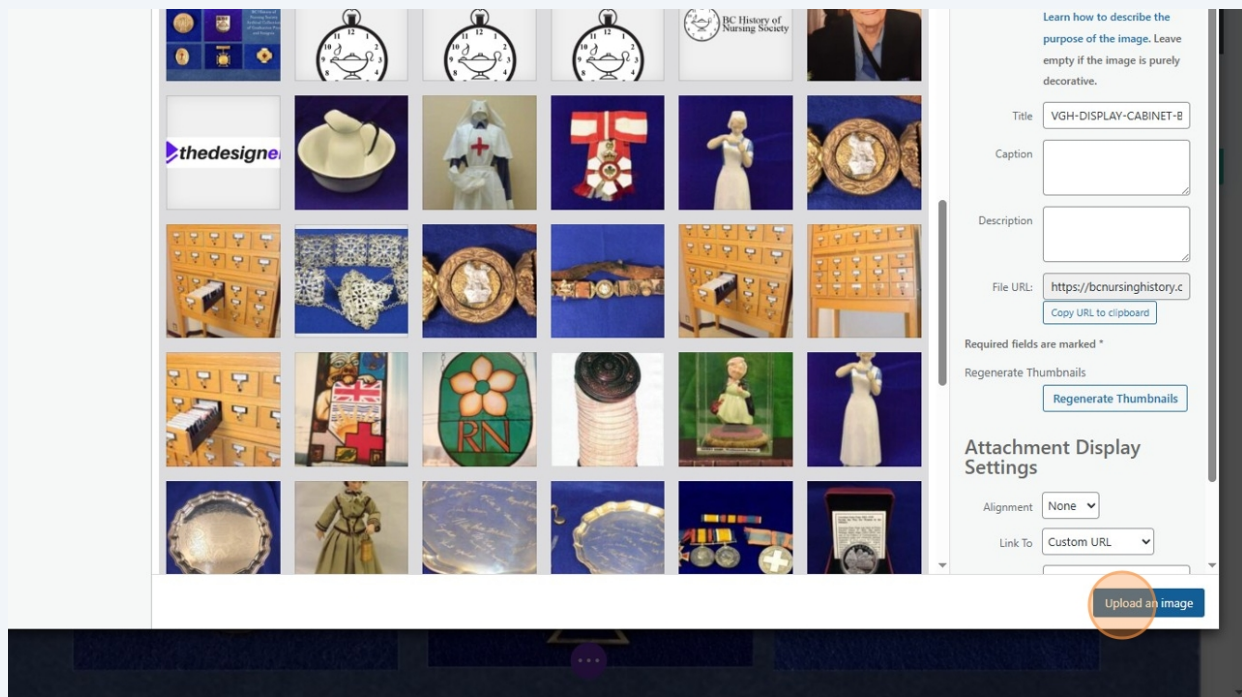


#### 5 Click "Load more"





## 6 Choose an image and click "upload"



Learn how to describe the purpose of the image. Leave empty if the image is purely decorative.

Title:

Caption:

Description:

File URL:   
[Copy URL to clipboard](#)

Required fields are marked \*

Regenerate Thumbnails  
[Regenerate Thumbnails](#)

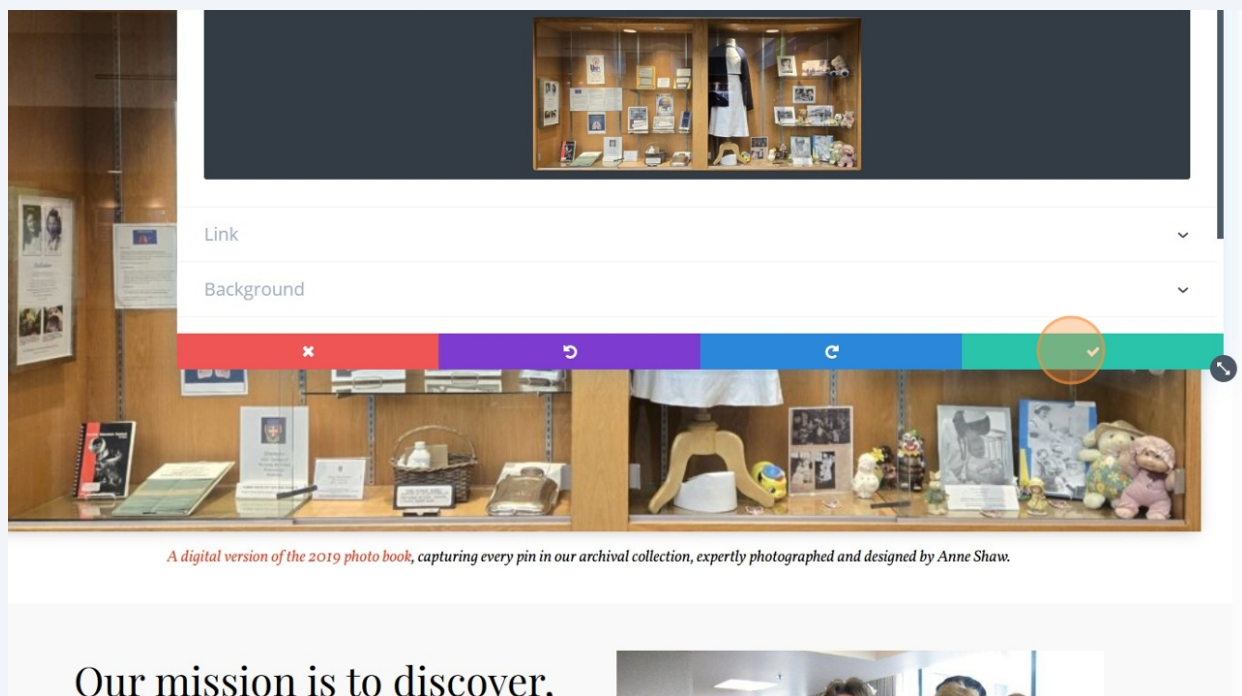
Attachment Display Settings

Alignment:

Link To:

[Upload an image](#)

## 7 Save by clicking the green check mark



Link

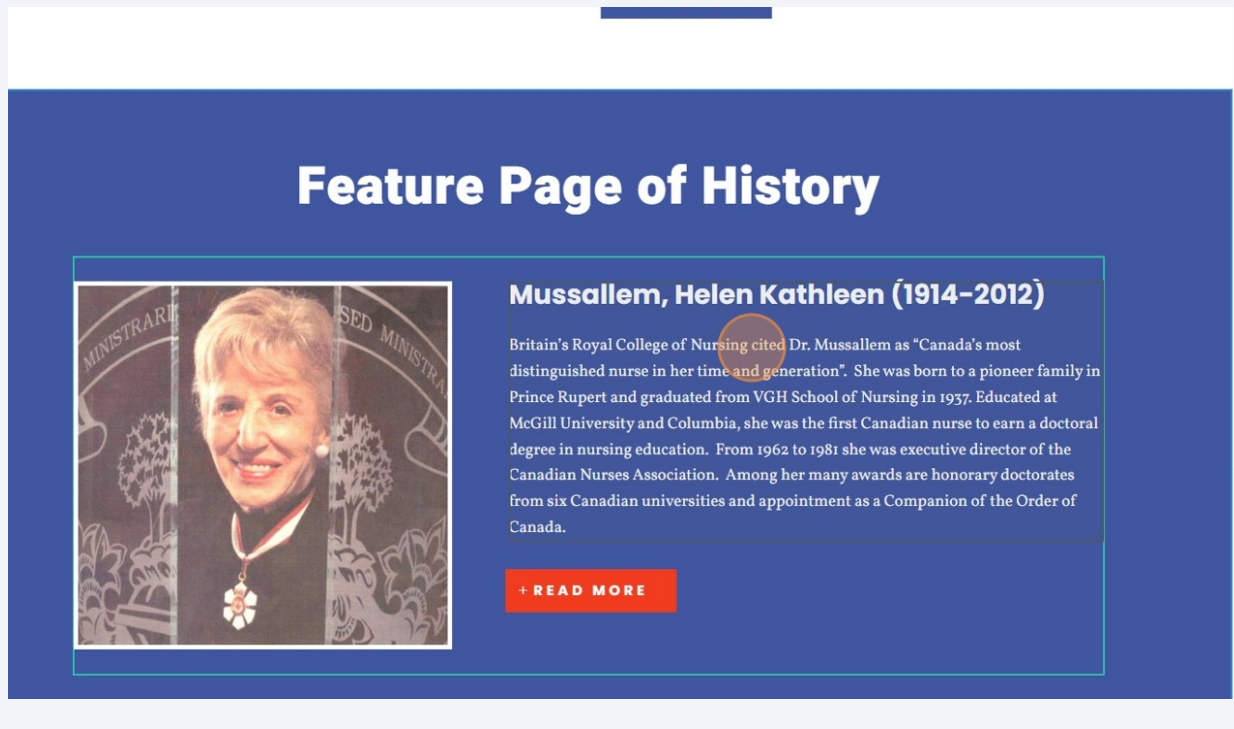
Background

[x](#) [↶](#) [↷](#) [↺](#) [✓](#) [↻](#)

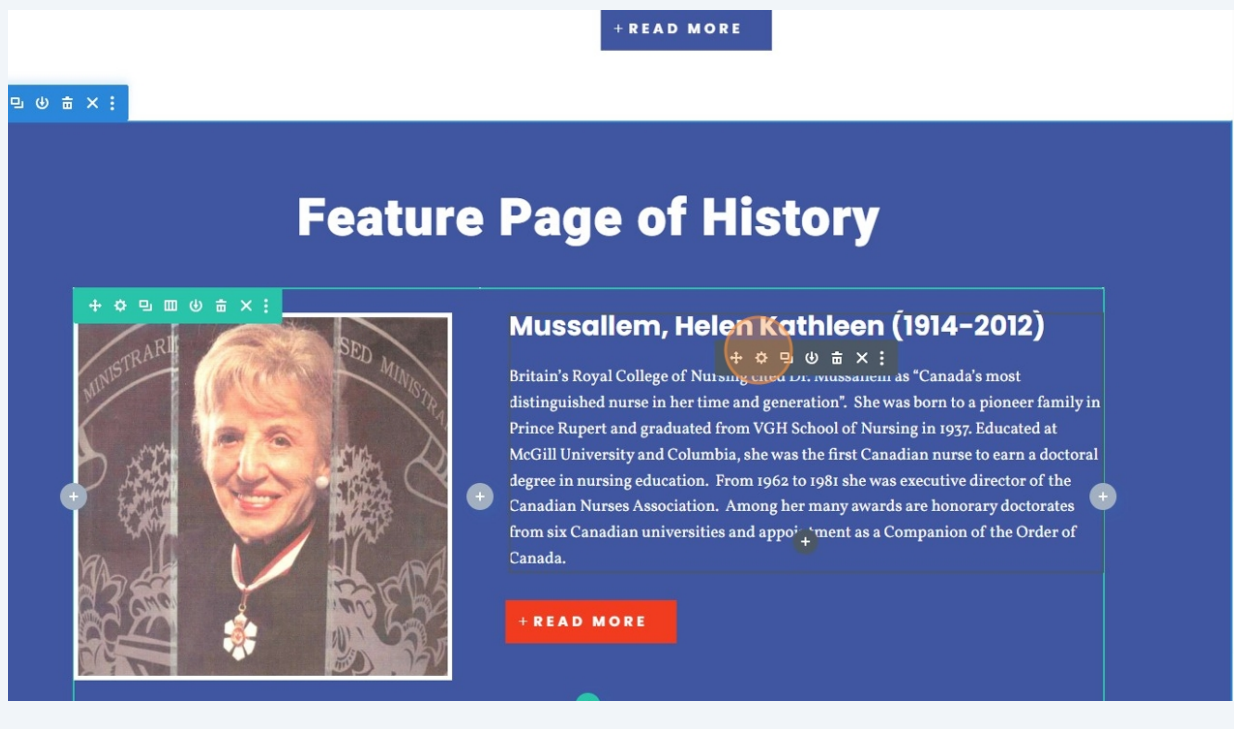
*A digital version of the 2019 photo book, capturing every pin in our archival collection, expertly photographed and designed by Anne Shaw.*

Our mission is to discover,

- 8 To Change Text follow the same idea



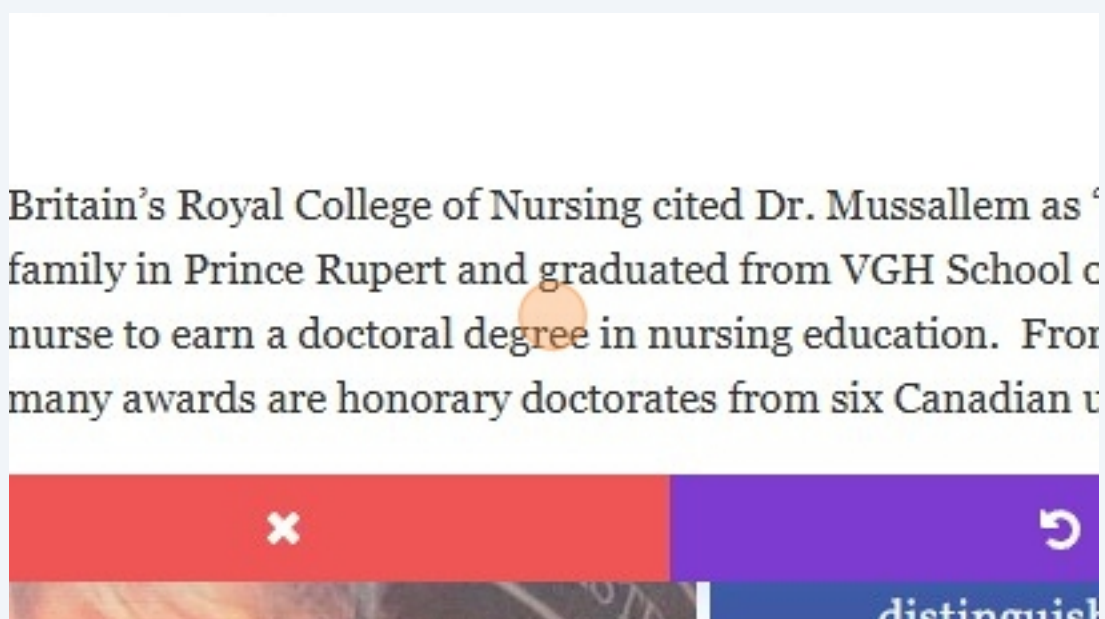
- 9 Click on the gear icon



- 10 Click on the headline you want to replace and add new text



- 11 Same for the body text - click into the text make edits or replace info



## 12 when you are done make click the green arrow

Body ? [icons]

ADD MEDIA

Visual Text

Paragraph B I [icons]

### Replace Info

Add new info

nursing education. From 1962 to 1981 she was executive director of the Canadian Nurses Association. Among her many awards are honorary doctorates from six Canadian universities and appointment as a Companion of the Order of Canada.

MINISTR

nursing education. From 1962 to 1981 she was executive director of the Canadian Nurses Association. Among her many awards are honorary doctorates from six Canadian universities and appointment as a Companion of the Order of Canada.

+ READ MORE

## 13 When all changes are complete - click the purple plus button and save

MINISTR

MINISTR

Add new info

nursing education. From 1962 to 1981 she was executive director of the Canadian Nurses Association. Among her many awards are honorary doctorates from six Canadian universities and appointment as a Companion of the Order of Canada.

+ READ MORE

## Latest Biographical Files

All New

[purple plus button]