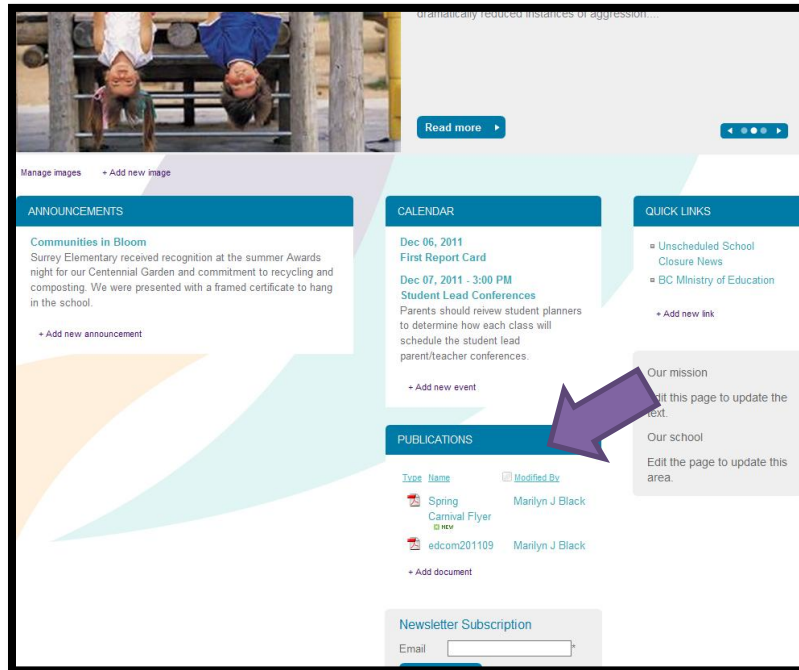


How to Modify the Title of a Publication

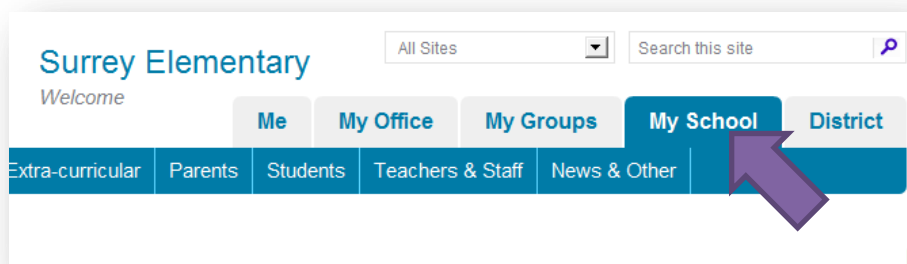
- This document will guide you through changing the title of a publication in your publication list on your school home page.
- Publications can be found in the bottom middle of your school home page.



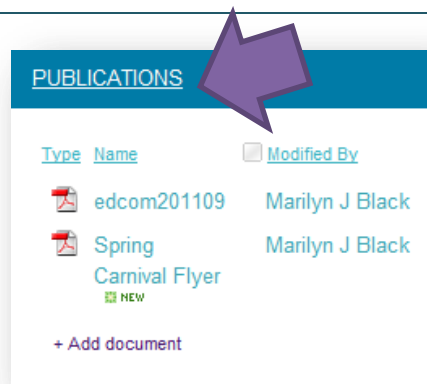
- Publications allow you to share documents with visitors of your school website.

Note: Only staffs that have permissions to change a publication will be able to change publications titles on the school home page.

1. Once you have signed into SurreySchools.ca select the **MySchool** tab in the top right corner of your page to begin work on your school website.



2. Click on the **PUBLICATIONS** title.



3. The publications page will appear and list the documents currently uploaded as publications on your school home page.

Point to the publication you would like to change the title for.

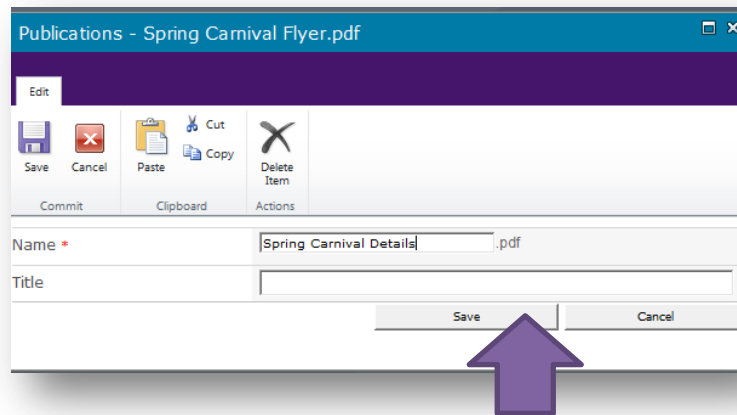
The title of the publication will be highlighted and a drop down arrow for a menu will appear to allow you to open a menu to edit properties of a publication. **Click** on the arrow.

Click on **Edit Properties** in the menu that appears.

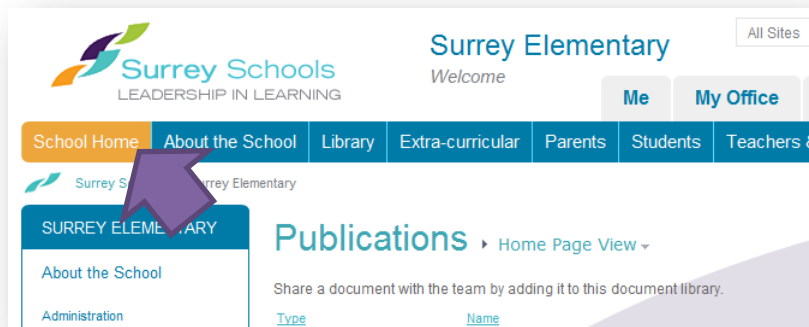


4. A message window will appear. Modify the **NAME** field to update the title of the publication.

Click on **SAVE** to save the new title of the publication.



5. You will be returned to the publications list. Click on **School Home** to return to your school home page.



6. The updated publication list should include changes to the title of the publication you modified.

Click on the publication title to ensure the publication will still be accessed by the link.

