

CLEAN CATALOG

EDITING TOC PAGES

1. Login to your admin account
2. Navigate to the homepage of your catalog
3. Click on "**edit**" using the menu bar at the top of the page
4. Edit the page as needed
 - a. Update the **title and body text** of the page by typing in the appropriate field box
 - b. **Rearrange content** by clicking and dragging the arrow symbol. You can move entire sections or pages within a section.
 - c. Add a **new page** by scrolling to the section you want to add it to, select "**edit**" and find the open-field TOC Link. Type in the page name and select the correct option for the auto-populated page names. Once it is added correctly, you will see numbers appear in parentheses after the page title.
5. Once you are finished editing, click "**save**" at the bottom of the page

Click here to watch a video tutorial
