

Summary 0160

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Brevity is the key!

Instructions

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1. Click on in the upper right corner of the page to open the editor.
2. Put your cursor in the **Excerpt box** to write and modify the summary. (The Excerpt box will appear once you edit the page.)

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3. Hold back on formatting options and do not use Heading 1 and 2. This can hurt page layout.

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4. Click on Update in the lower right corner of the editor to save your changes.