

# Summary 0161

? Unknown Attachment

Brevity is the key!

## Instructions

? Unknown Attachment

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.)

? Unknown Attachment

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

? Unknown Attachment

? Unknown Attachment

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