

Editing an Obituary

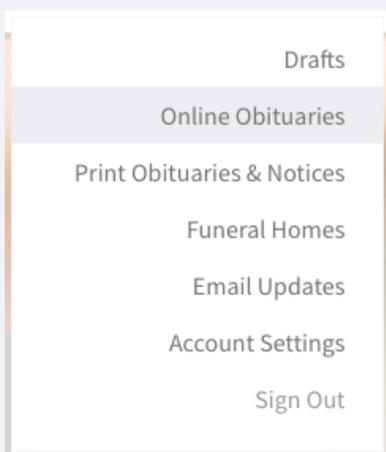
Please note: print obituary is edited separately from the online obituary, and can only be edited before the print deadline. Once a print order has been created from an online obituary, if there is an error, it will need to be corrected in both the online obituary and corresponding print order.

To edit an **online obituary** please follow the steps below:

Please make sure you are signed in to your account. Otherwise, click on **Sign In** on the top right corner, and enter the email address and password you used when creating your account.

Sign In

1. Once signed in, you will be directed to the **Online Obituaries** page, where you can see the obituary you created. If you are not on the page, please click on your account name on the top right corner to bring up the dropdown menu. Click on **Online Obituaries**.



2. Find the obituary you would like to edit, then click on **Manage** on the right hand side.



3. Click on **Edit Online Notice** to be directed to the edit page.

Edit Online Notice

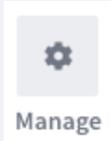
4. Make any changes that you desire, then click on **Save for later** on the bottom of the page.

Save for later

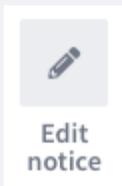
5. You will see a confirmation message displayed, indicating that this story has been updated and approval of new content is pending. As soon as it is reviewed and approved, changes you have made to this story's details will be visible online.

To edit a **print obituary** please follow the steps below:

1. Please make sure you are signed in to your account. Otherwise, follow steps 1 and 2 described above: click on **Sign In** on the top right corner. Once signed in, you will be directed to the **Online Obituaries** page, where you can see the obituary you created.
2. Find the obituary you would like to edit, then click on **Manage** on the right hand side.



3. Under **Order history**, find the notice you'd like to edit, and click on **Edit notice** to be directed to the edit page. Please note: print notice can only be edited before the print deadline. Once the deadline has passed, the **Edit notice** button will no longer be available.



4. On the Print Details page, you can view the print proof exactly as it will be printed on the newspaper. Click **Edit** below the proof to bring up the editor.



5. Make any changes that you desire, then click **Save**. Please note: The length of the obituary can be increased, but not reduced. If more lines are added, you will require to make a payment in step 8.



6. Click the **checkbox** at the bottom of the page to approve the content that was edited.

I approve the print proof and understand that the contents in the proof will be published.

7. Click **Next**.



8. If the length of the obituary had increased as a result of the edit, you will be asked to fill out billing details to pay for the balance owing. Otherwise, click **Place your order**.

