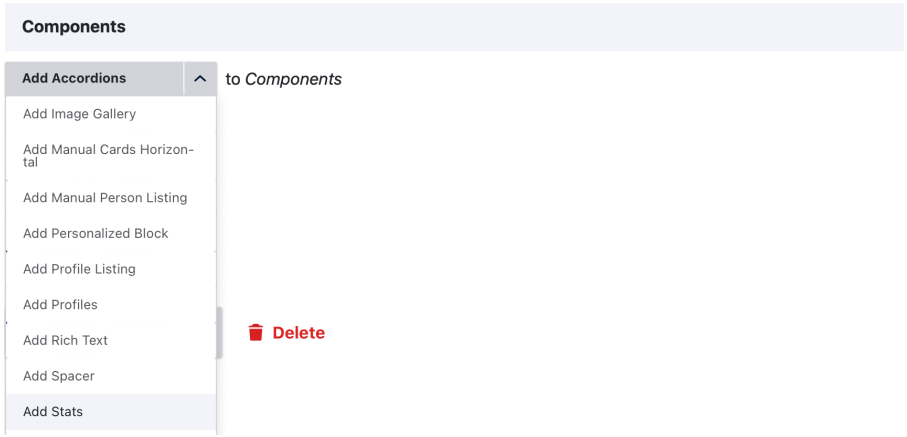
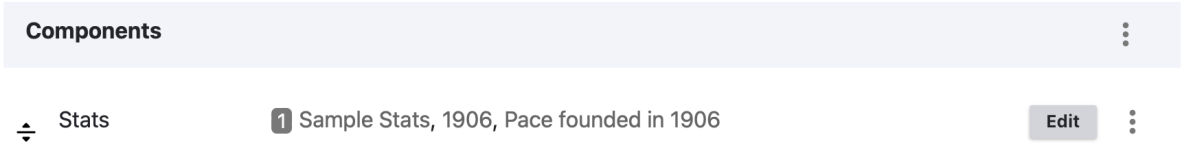
Adding and Editing a Stats Component

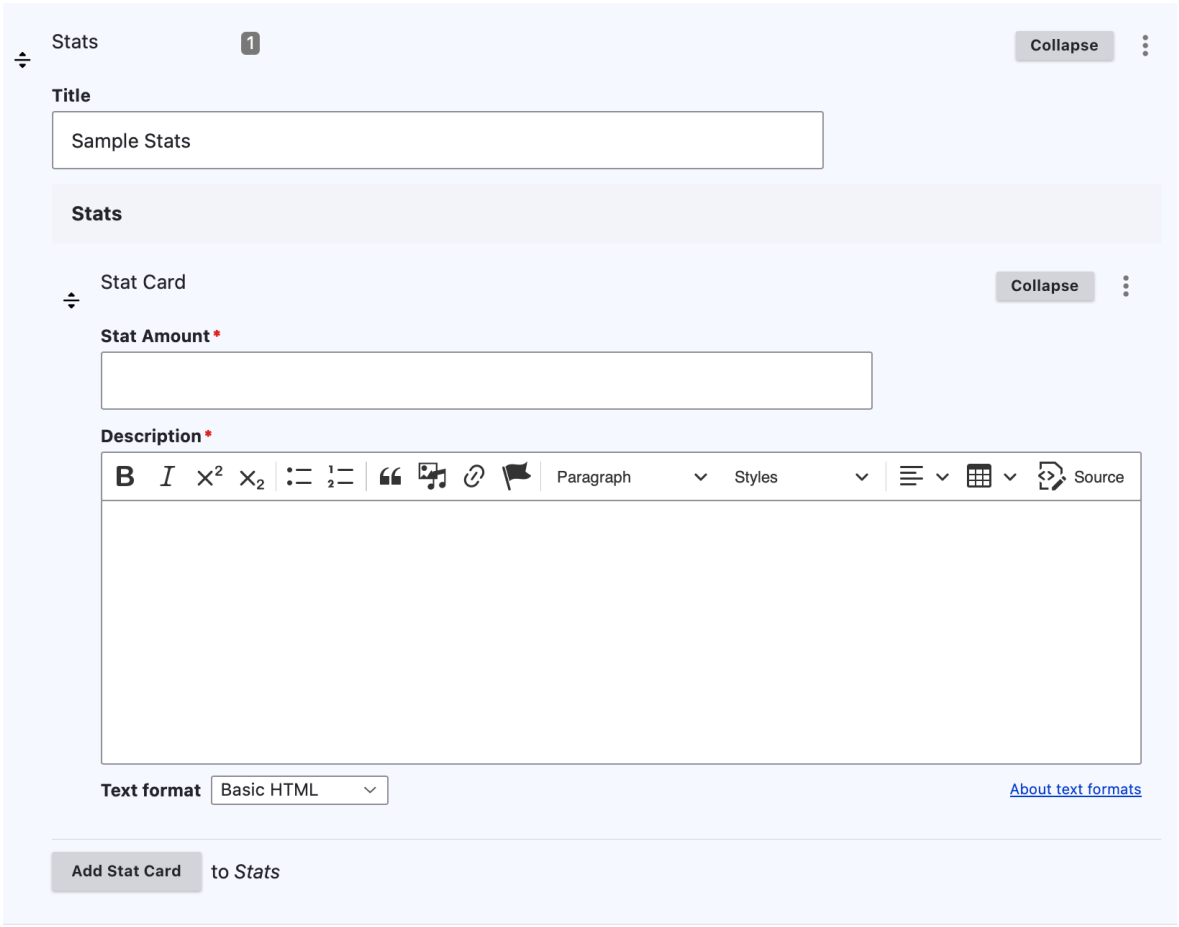
- After clicking **Edit** on your webpage, scroll to the bottom of your page.
- Under **Components**, click **Add Stats**.

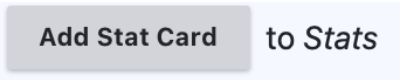


- Or, if you are editing an existing Stats Component, Click the **Edit** button next to the component.

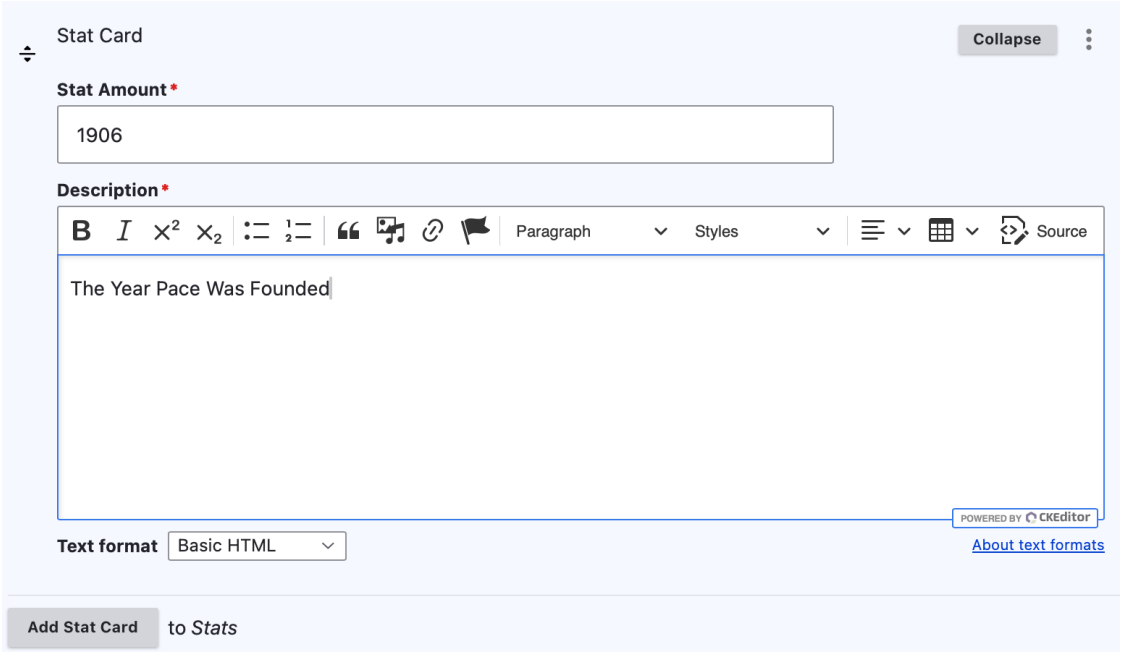


- Each stat section is called a **Stat Card** and each Stat Card has two fields. **Stat Amount** and **Description**.
- You can add a title above your stats to give them context, and you can add **three Stat Cards**

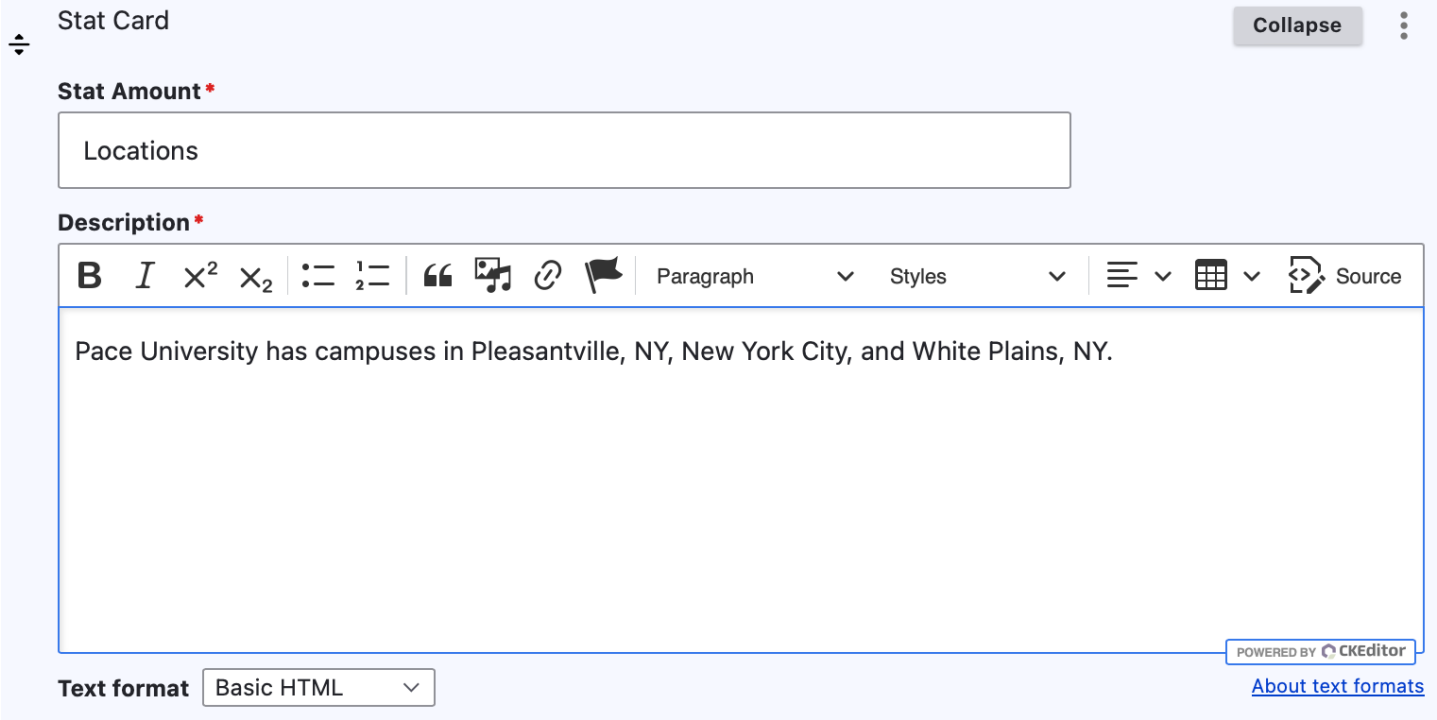


- The **Stat Amount** is usually represented by a number and the **Description** tells the user what that number represents. For instance, you might add the year that Pace was founded (1906) in the **Stat Amount field**, and add something like **The Year Pace Was Founded** in the **Description field**.
- **You can add two more Stat Cards**, by clicking the **Add Stats Card to *Stats*** button. 

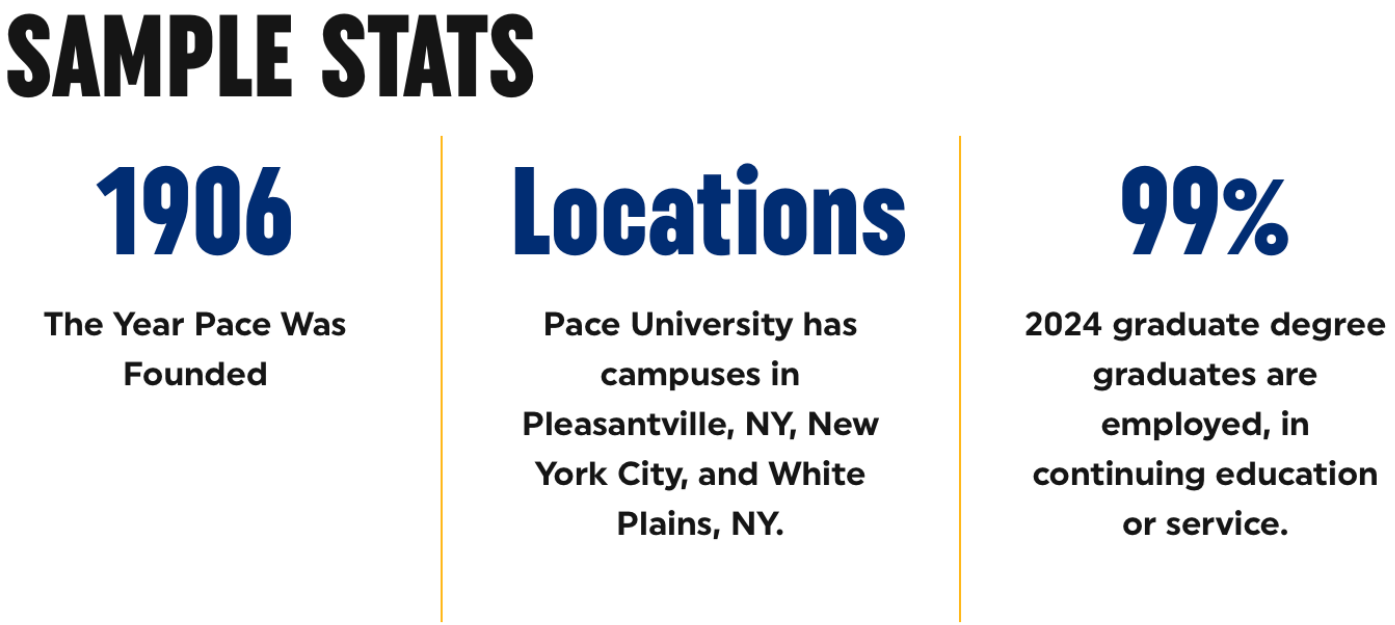
- The fields for each Stat Card must be filled out before you can add another one.



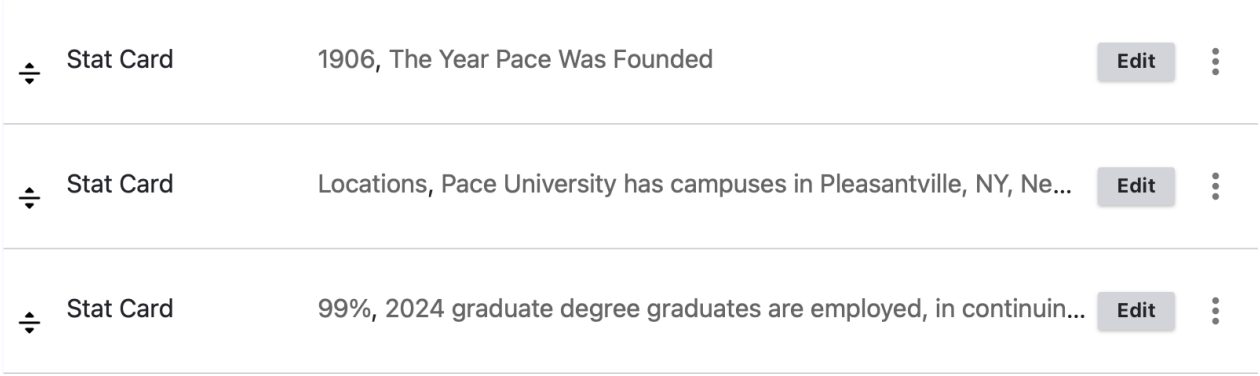
- You can also use text for your **Stat Amount** field.
- For instance, in the sample below we are using the word **Locations** as the **Stat Amount** and telling users in the **Description** field where the three campuses of Pace University are located.



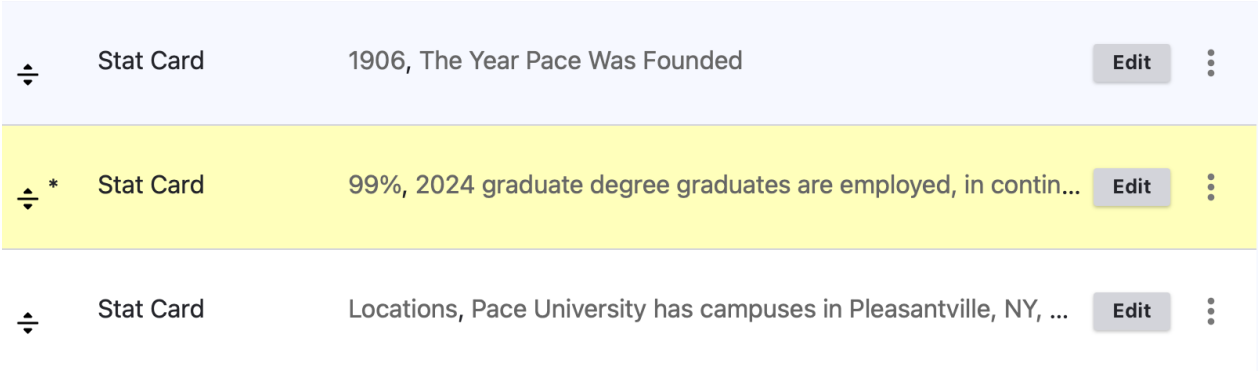
- **After you have added your Stat Cards**, you can **click Save** on the bottom of your edit page. Your stats will format on your page like the screenshot below.



- You can change the order of your **Stat Cards** by using the **Change Order icon** to the left of the card.

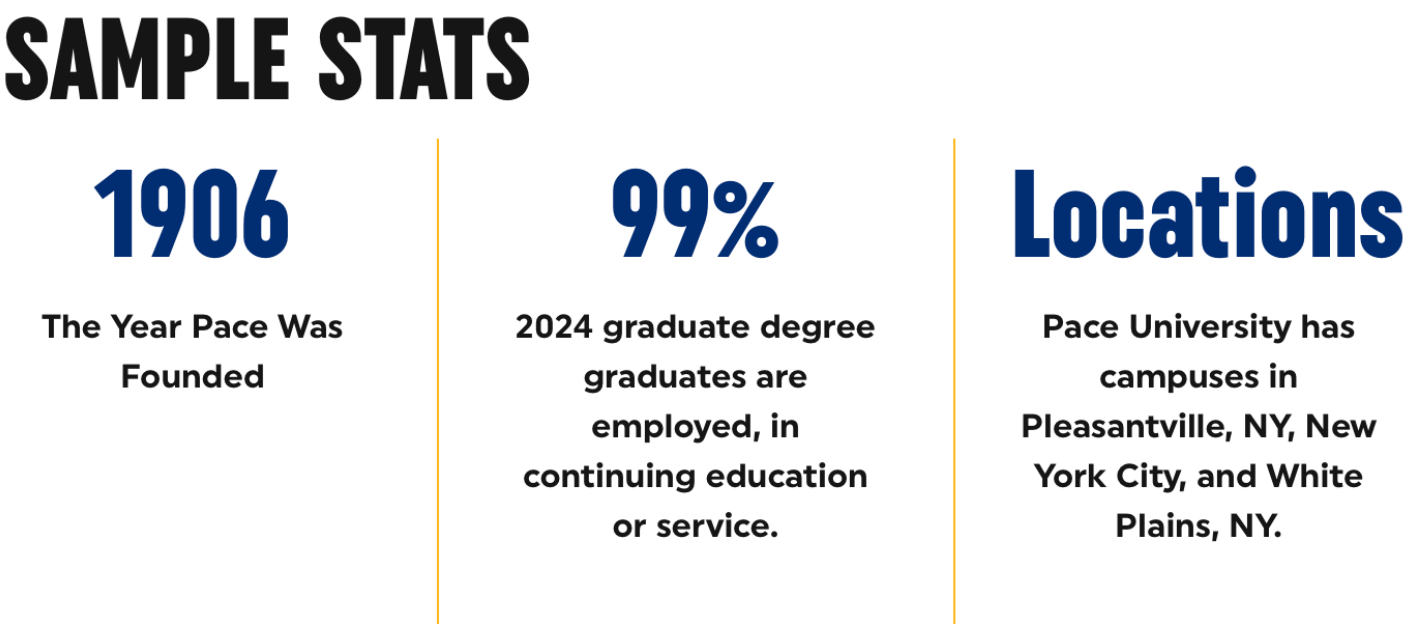


- For instance, if you wanted card three to appear in slot two, you can drag and drop it below card one.

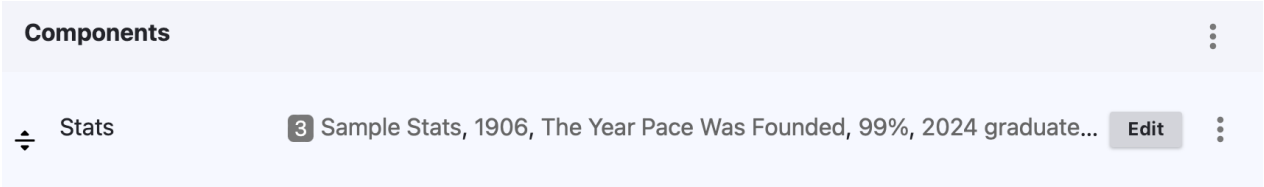


- To apply this change, **click save** at the bottom of your edit page.

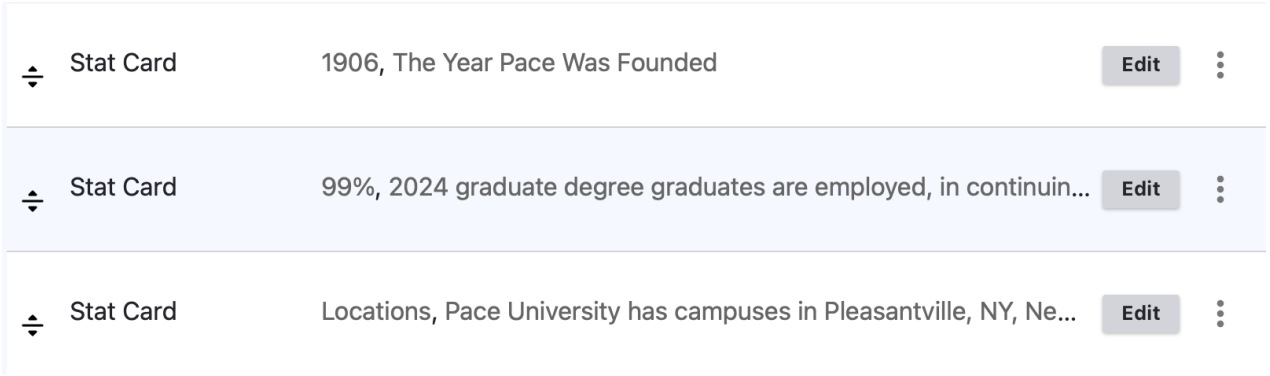
- After you clicking Save, your stats will now appear in the new order.



- **To update a specific Stat Card** with new information, click **edit** on your page.
- Scroll down to the **Components** section and **click Edit next to the Stats Component** which will open up the component to reveal your three **Stat Cards**.



- Then **click Edit next to the Stat Card** that you want to update.



- After making the edit, click **Save** on the bottom of the page.