



**Click Edit** to access the Website Editor mode (while logged in and viewing a page on your website)

Save your work or Discard if you need to start over for your editing session – Clicking Save makes your changes LIVE. **SAVE OFTEN!**

*Note: Sometimes Save Button is not clickable after making simple changes like changing an image only...If this happens to you, make another simple page adjustment like a space and then backspace and Save Button will be clickable again*

**Main Edit Menu for editing text on your pages, creating a link or adding media shown below**



The Main Edit Menu Includes (Left to Right): Font Style, Font Family, Bold, Italic, Underline, Remove Font Style, Font Size, Recent Color, More Colors (left side: background highlight; right side: font color), Bullets for unordered lists, Numbers for ordered lists, Paragraph Alignment (left, center, right, justified), Line Spacing, Insert a Table, Create a Link, Picture/Insert Media, Un-do, Re-do

To add media to your pages, double click on a media sample in a block or click the Picture Button in the Edit Menu

The edit menu changes when you select media (images, graphics, videos, pictograms or documents)

**Image Edit Menu shown below**



Now, the menu includes (Left to Right): Padding, Alt Image Text, Sizes: 100%-50%-25%, Float Left, Center, Float Right, Shape: Rounded, Shape: Circle, Shadow, Shape: Thumbnail, Transform, Link, Picture Edit, Delete, Undo, Redo

**Video and Document Edit Menu shown below**



Now, the menu includes (Left to Right): Padding, Sizes: 100%-50%-25%, Float Left, Center, Float Right, Link, Edit Media, Delete, Undo, Redo

**Pictogram Edit Menu shown below**



Now, the menu includes (Left to Right): Padding, Sizes: 1X-2X-3X-4X-5X, Recent Color, Float Left, Center, Float Right, Spin, Link, Edit Media, Delete, Undo, Redo

Outline of Block

Use the Trash Can button to Delete a Block

Use Customize Menu for:

**Style:** Bigger Text or Narrow

**Background:** You can load your own background by scrolling to the bottom and clicking **Choose an image...**

**Color:** Set your background with preset colors

Outline of Container (Within Block)

Use the up Arrow to get to the next bigger container or block

Use the 2-pages button to Duplicate a Block or Container

Hover over the Insert Blocks tray to select blocks to bring on page by Clicking and Dragging to the location you want

Use Auto Resize or Resize to adjust the heights of blocks. Tip: Use Auto Resize to ensure fitting on mobile devices

Auto Resize

Resize