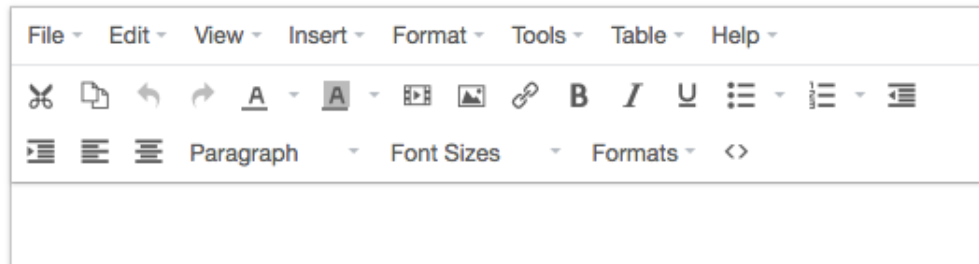


New Text Editor

With the 2018 Upgrade comes a new text editor on your site – what’s a text editor??? It’s that little box with all the controls at the top of your page when you are editing.

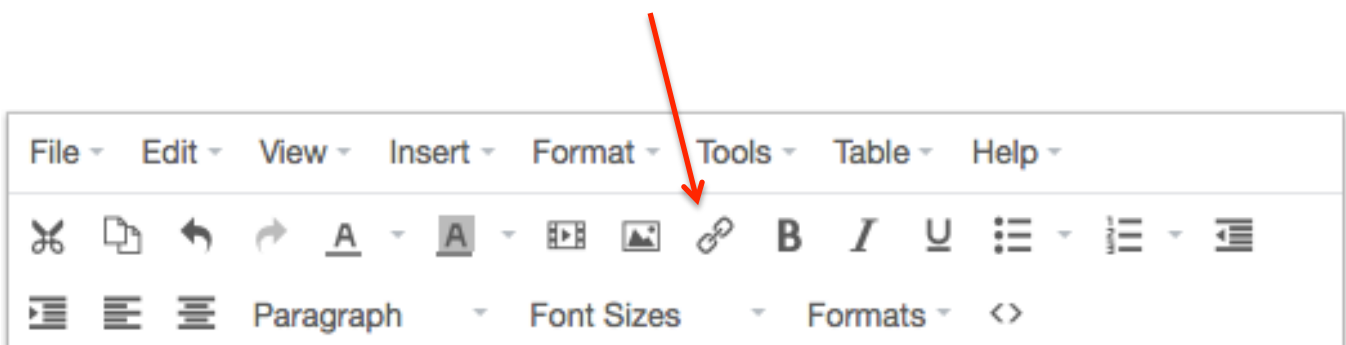
Content



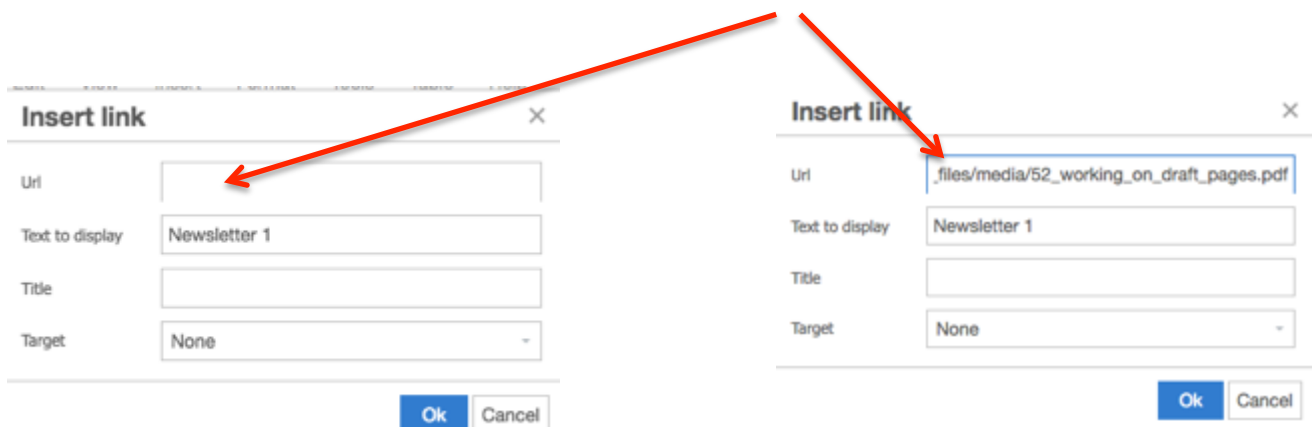
The same approach exists for working on your site – but the controls are slightly different.

UPLOADING A PDF

Copy the URL from the media folder as per usual. Type the name of the document in the page and highlight it. Click on the CHAIN icon to hyperlink your document.



Paste your URL from the media folder into the TOP box and click on OK

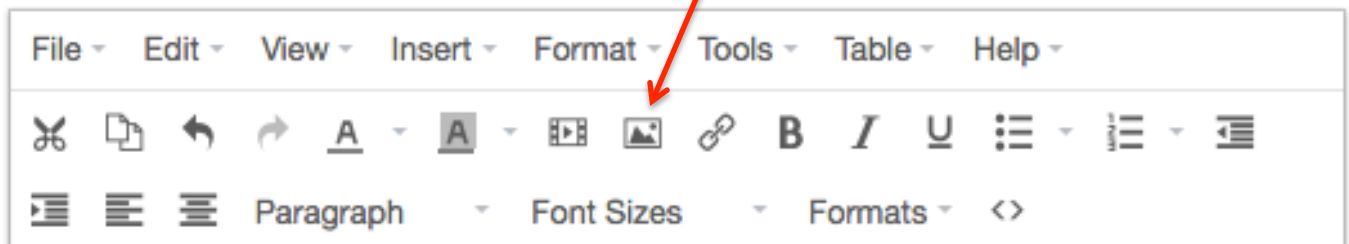


New Text Editor

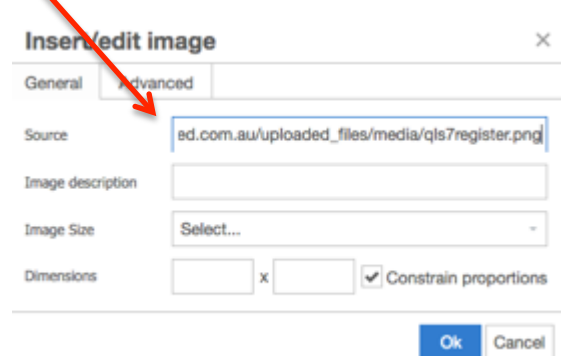
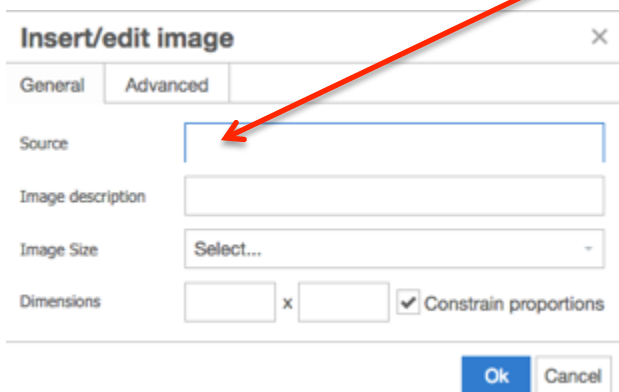
The drop down menu for IMAGE SIZE allows you to choose from small, medium or large.

UPLOADING AN IMAGE

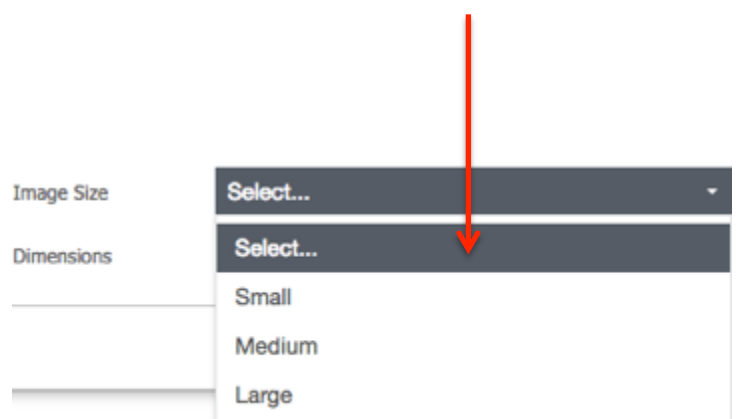
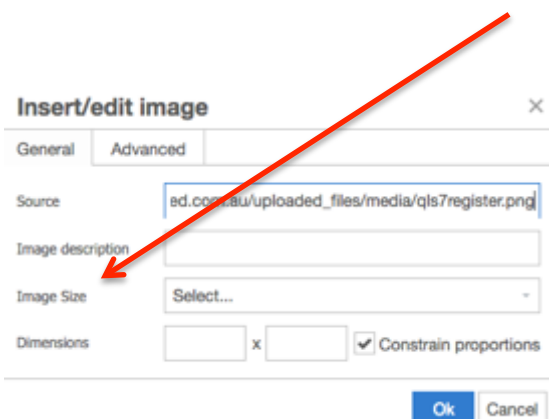
Copy the URL from the media folder as per usual. Place your cursor in the place you wish your photo to land, then click on the IMAGE icon.



Paste the URL from the media folder into the TOP box.



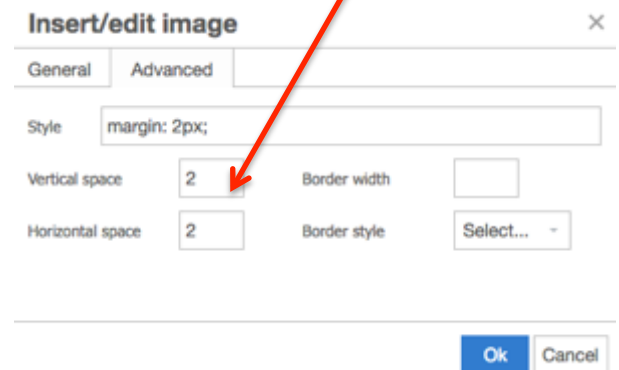
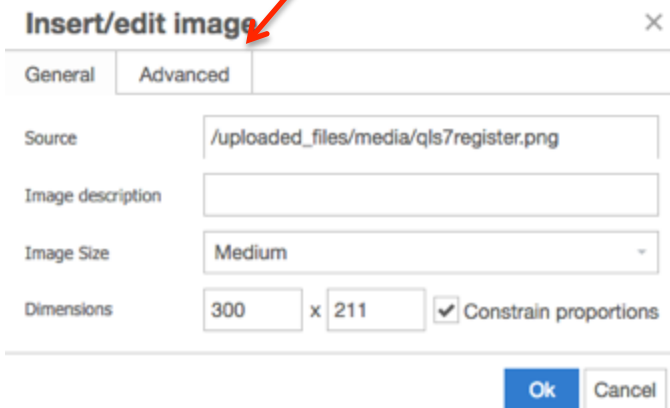
The drop down menu for IMAGE SIZE allows you to choose from small, medium or large.



New Text Editor

Click on the ADVANCED tab to add spacing around your image (at least 2 is recommended).

Then hit OK.



To align your images on the page, you now need to select FORMAT from the Text Editor and hover over ALIGN to choose where you would like your picture aligned.

