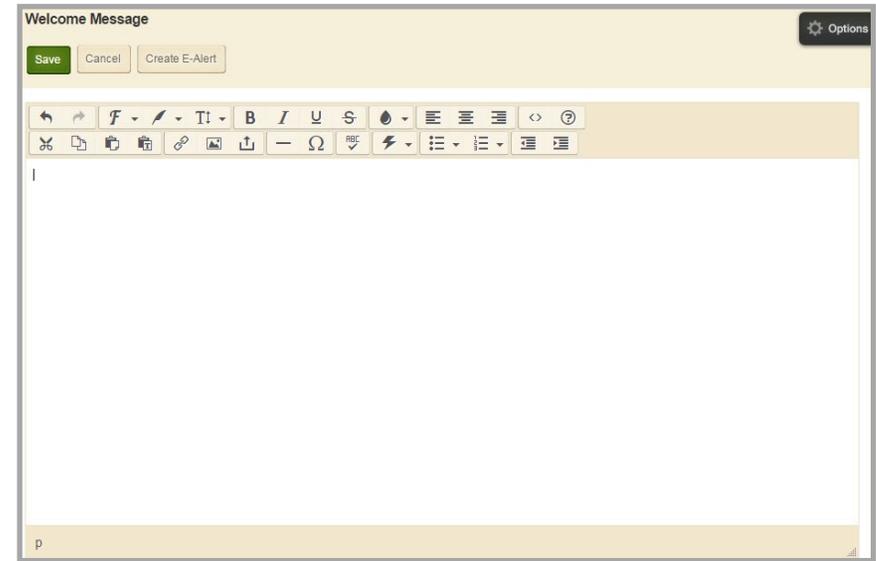


The Content App

The Content App is used to add text, images and links to your page. It also pulls styles from your template and provides you with a simple, clean editing experience.

Position the cursor in the Content Area and enter text. You can then format the text using one of many formatting options available.



Cut, Copy, and Paste Text

- Using the Cut or Copy icons you can cut or copy text from the Content App.
- Using the Paste icon will retain some formatting.
- Using the Past Plain Text icon removes all formatting and pastes plain text.



Format Text

- Template Styles allows you to add a Title or Subtitle style—format is pulled from your site's template.
- Styles allow you to choose a size for your font.
- Headings allow you to change your text to different Heading Styles. The styles are pulled from your template.
- Text Color allows you to change the color of your text.
- You can make your text Bold, Italicized, Underlined or Strikethrough by using the Bold, Italics, Underline or Strikethrough icons.



Insert a Link

Use the **Insert/Edit Link** icon to insert a link to your site, an email address, web address or a bookmark.



Here's how you insert a link.

1. Click the **Insert/Edit Link** icon.
2. Choose which type of link you wish to insert.
3. Enter your desired link information.
4. Click **Insert Link**. You are returned to your Content app in Edit Mode.
5. Click **Save**.



Insert an Image

Use the **Insert Image** icon to insert an image into your Content App. After you have inserted an image, right-click it to edit image properties.



Here's how you insert an image.

1. Click the **Insert Image** icon.
2. Using the Insert Image Wizard, select the location of the image.
3. When you are uploading an image, you can choose a size for the image being inserted.
4. Click **Continue**.
5. Enter Alternative Text.
6. You can adjust the height and width of the image as necessary. The aspect ratio is maintained.
7. Set the Alignment for the image and a border size in pixels if you like.
8. Click **Insert Image**.

Add Special Characters

Use the **Special Characters** icon to add special characters in your Content App. Here's how you add special characters.



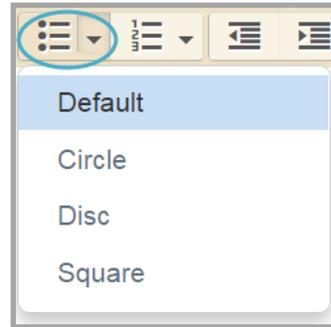
1. Place your cursor where you wish to add the Special Character.
Click the Special Characters icon.
2. In the Special Characters window, click the character you wish to add.
3. Click **Close**.
4. Click **Save**.

Insert a Bulleted List

Use the **Bulleted List** icon to insert a bulleted list.

Here's how you add a bulleted list in the Content App.

1. Place your cursor where you wish to add the bulleted list.
2. Click the arrow next to the Bullet List icon.
3. Select the bullet type you wish to use.
4. Enter the content of your bulleted list.
5. Click **Save**.



Insert a File Link

Use the Insert File icon to insert a file link.

Here's how you add a file link in the Content App.



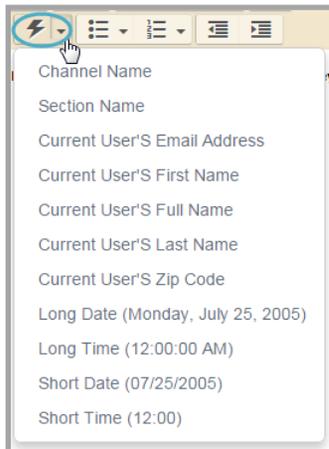
1. Click the **Insert File** icon.
2. You can choose to upload a new file, insert an existing file or upload a file from a Shared Folder. To upload a new file, click **Upload**.
3. **Browse** out and choose the file you wish to upload.
4. Click **Open**, then click **Continue**.
5. Enter the text you wish to display for the link in the Link Text field.
6. Choose a Target for your link. This will determine if your link opens in the same window or a new window.
7. Click **Insert File**. You are returned to your Content app in Edit Mode.
8. Click **Save**.

Insert ActiveBlocks™

Use the Toolbox to add an ActiveBlock.

Here's how you add an ActiveBlock.

1. Place your cursor in the Content App where you wish to insert the ActiveBlock.
2. Click on the Toolbox drop-down.
3. Select the ActiveBlock you wish to display. After you select the ActiveBlock code similar to `[$ActiveBlockName$]` is inserted into the Editor.
4. The actual value for the ActiveBlock is rendered on the end-user website.
5. Click **Save**.

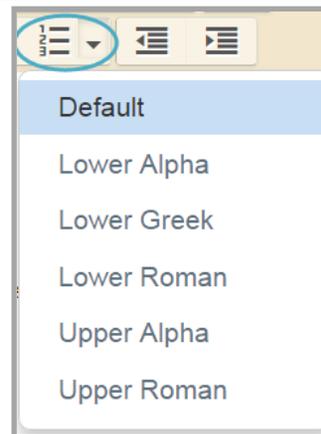


Insert a Numbered List

Use the **Numbered List** icon to insert a numbered list.

Here's how you add a numbered list in the Content App.

1. Place your cursor where you wish to add the numbered list.
2. Click on the Numbered List drop-down.
3. Select the number type you wish to use.
4. Enter the content of your numbered list.
5. Click **Save**.



Use Spell Check

- To use spell check in the Content App, click on the **Spell Check** icon.
- To change the language, click the drop-down to the right of the **Spell Check** icon and select your desired language.
- Spell Check will search your Content App for misspelled words and incorrect grammar. When finished, click **Finish Checking** and you are returned to your Content app in Edit Mode.



View Source

Use the Source Code icon to view and edit the source code in a Content App.

