

Editing Instructions

Editing and adding to articles uses some basis tools similar to Microsoft Word:

From Left: Bold, Italic, Underline, Strikethrough, Justification (left, centre, right, full), bullet points, numbering.

Instructions for other Icons you may use are below.

Copying and Pasting Text for MS Word



1. select and copy the text you would like to insert from your word document.
2. click the **Paste from Word icon**
3. Use Ctrl 'V' to paste text into the pop-up box.
4. click insert

Adding anchor points



1. place the text cursor when you want to position the anchor by clicking in the text edit field
2. click the **Insert/edit anchor icon**
3. in the popup box, enter a name for the anchor and click insert
 - a. to link to the anchor within a content element:
 - i. select the text to link from
 - ii. click the Insert/modify link icon
 - iii. click the External URL tab
 - iv. enter the url of the page the anchor is on, followed by a hash(#) and then the anchor name ie. http://www.site-name.com/#anchor_name

Adding links to text



1. select the text to create a link from
2. click the **Insert/Modify link icon**
 - a. to link to a page with the website, select the page from the page tree to the left
 - b. to link to a file, click the File tab browse to the folder that contains the file on the left, and select the file from the right (more info on adding files later)
 - c. to link to an external url, click the External URL tab and enter the url you want to link to. Make sure it has http:// and the beginning of the url and then click Set Link
 - d. to have the link open an email editor to send an email, click the Email tab and enter the email address then click Set Link
3. to remove a link, select the linked text then click the Unlink icon

unlink



1. select the linked text
2. click the **unlink icon**

To modify the anchor, select the anchor and then click the Insert/Modify anchor icon to change its properties.

Inserting Images



1. click the **Insert/Modify Image icon**
2. click on the button to the right of 'Image URL'
3. click browse, then navigate to the folder that contains your image, select the image.
4. click upload
5. scroll to the image and double click.

Inserting a Table



1. click the **Insert new table icon**
2. enter the number of columns and rows of the table
3. select 'center' from the Alignment drop down
4. click insert
5. this inserts a table. Columns and rows can be added or removed by right clicking on the table and selecting an option from the menu.