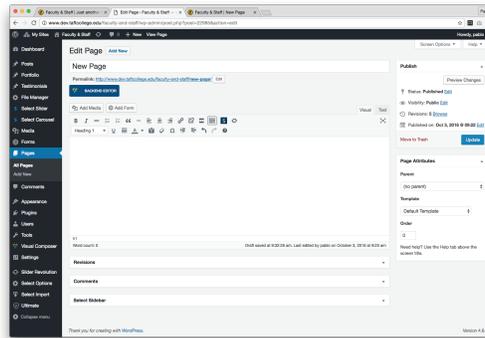


STEPS TO ADD TEXT CONTENT

1

The visual editor provides a semi-WYSIWYG (What You See is What You Get) content editor that allows you to easily create, edit, and format your blog content in a view similar to that of a word processor.



2

This is the default editing mode for the site but if it does not appear to be enabled, you can select the Visual tab in the top right corner of the editor area, as depicted below.

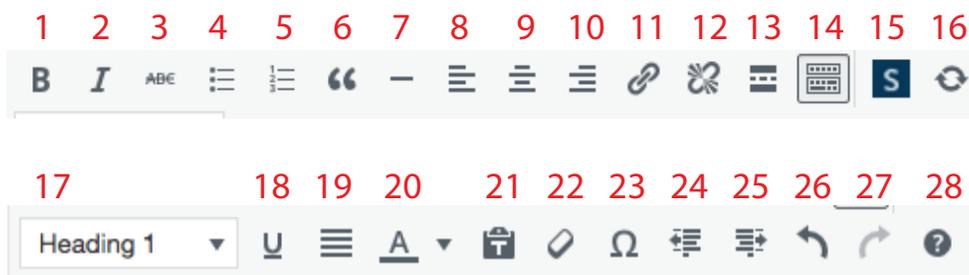


3

There are two (2) rows of editing icons contained within the visual editor. You can find out what any icon means or does by hovering over it with your mouse – a small tooltip will appear describing the icon and its purpose.

Row 1

When initially opened, the visual editor will display a single row of icons:



STEPS TO ADD TEXT CONTENT

4

Row #1

1. Bold
2. Italic
3. Strike-through
4. Unordered list (bullet points):
 - Item 1
 - Item 2
5. Ordered list
 - Item 1
 - Item 2
6. Blockquote
7. Add a horizontal line
8. Align Left
9. Align Center
10. Align Right
11. Insert/edit link
12. Unlink
13. Insert More tag
14. Toggle editor rows
15. Theme shortcodes
16. Rev Slider Code

Row #2

17. Style – various formatting styles
18. Underline
19. Align full
20. Select text color – change the text color
21. Paste as Plain Text
22. Remove formatting
23. Insert custom character
24. Outdent – move text further left
25. Indent – move text further right
26. Undo – undo your last action
27. Redo – redo your last action
28. Help

5

The style drop-down menu allows you to change the formatting of any selected text. Styles for headings have been pre-defined for you.

