STEPS TO ADD TEXT CONTENT

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.

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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.

| Add Media | Visual Tab | Visual Text |
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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.

<u>Row 1</u>

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

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |) 11 | 12 | 13 | 14 | 15 | 16 |
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- 4
- <u>Row #1</u> 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

- <u>Row #2</u>
- 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

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

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