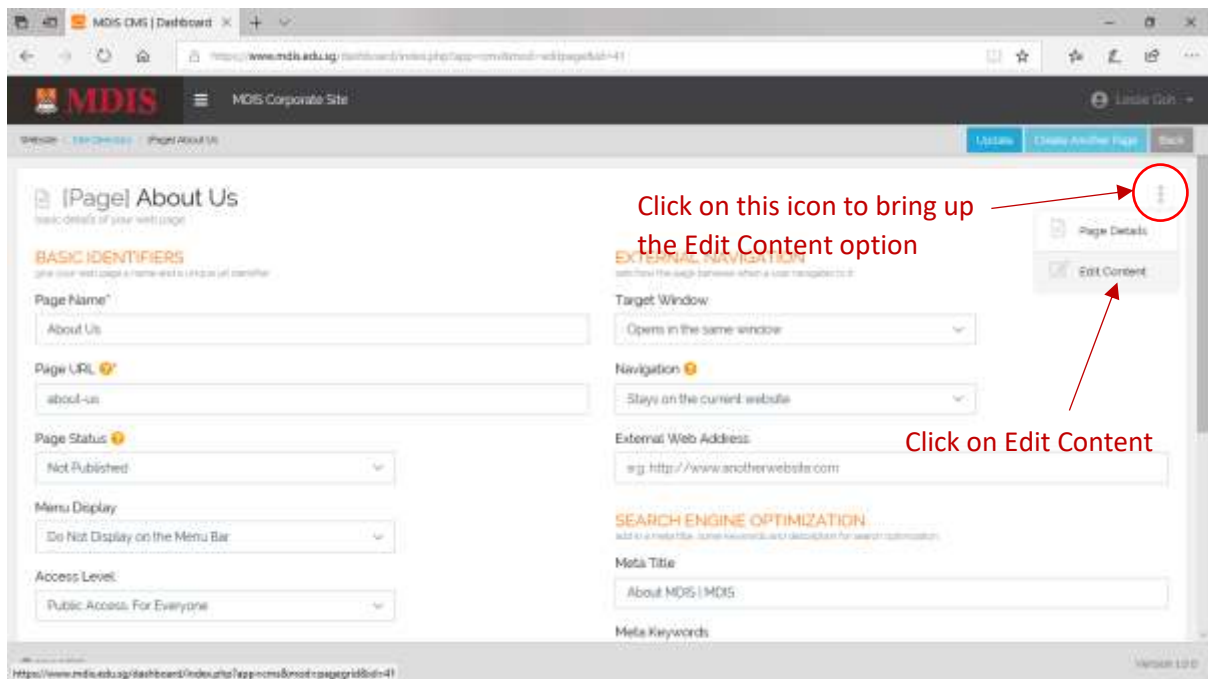
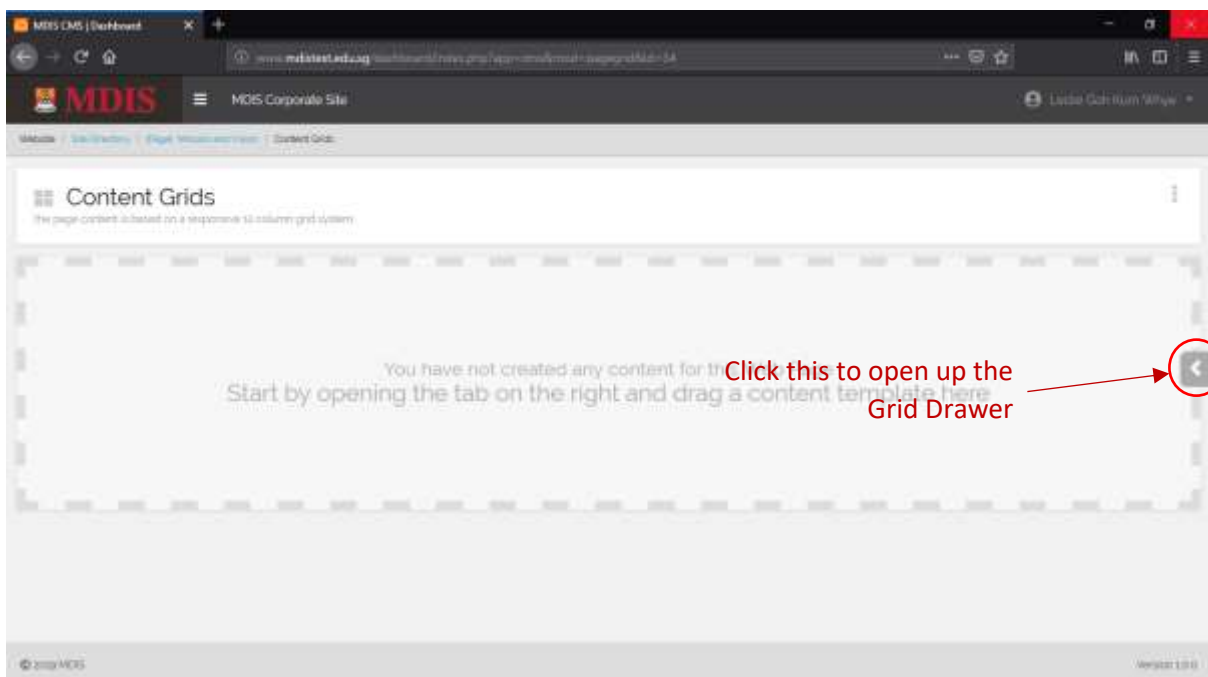


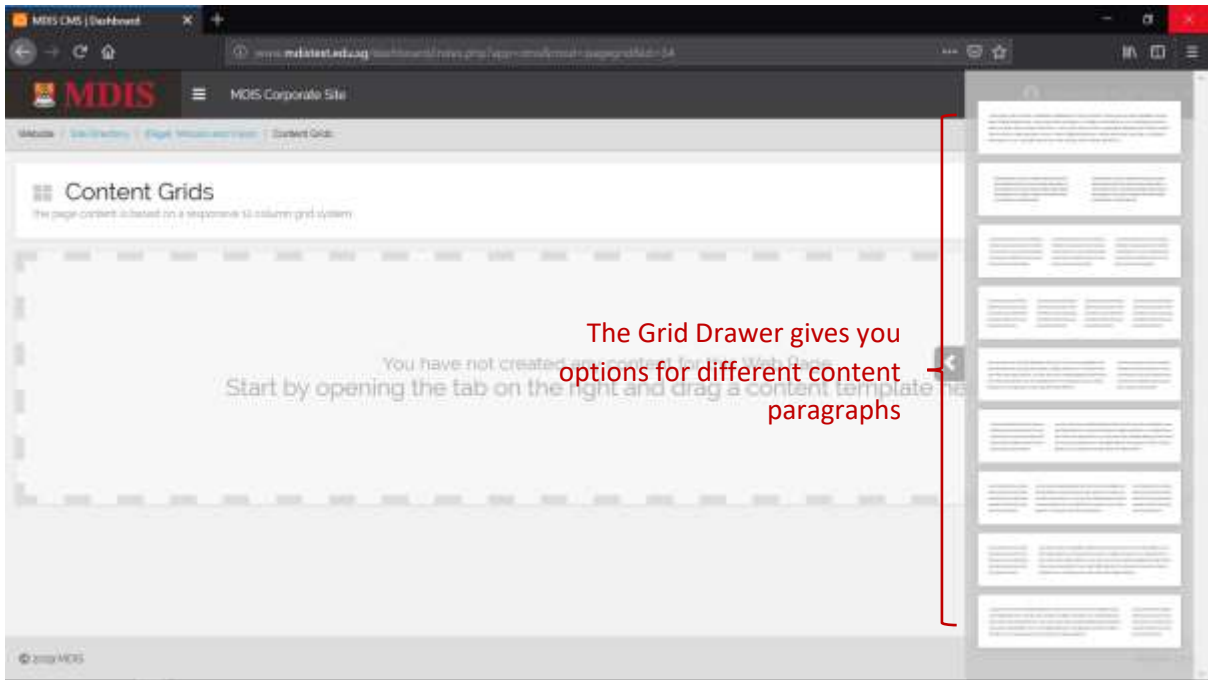
Editing Page Content

To edit the actual content of a web page, follow the screenshots and steps given below. Please note that these options will only be available when you have created the actual page.

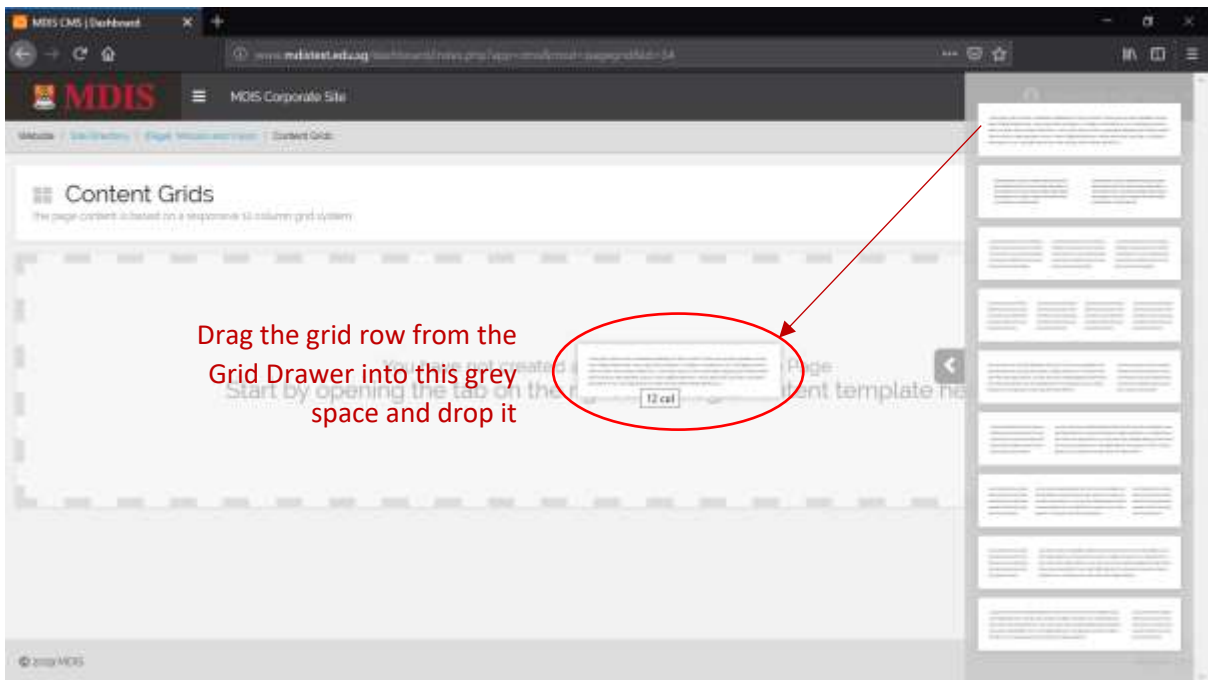


Once you click on EDIT CONTENT, you will be redirected to the Content Grids page. This page allows you to upload different grids (rows and columns) to suit the type of content you will be creating.

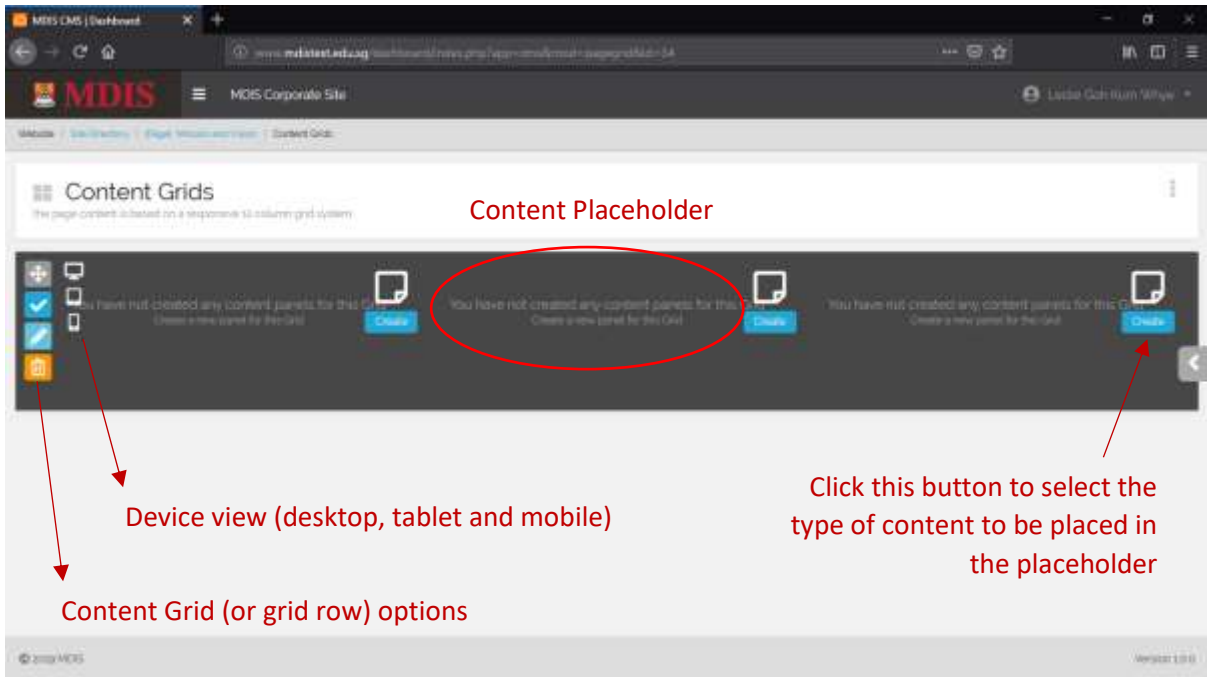




The Grid Drawer shows different column sizes for content. Select the grid that best fits the current content format you are looking for and drag the grid into the grey space on the main page.

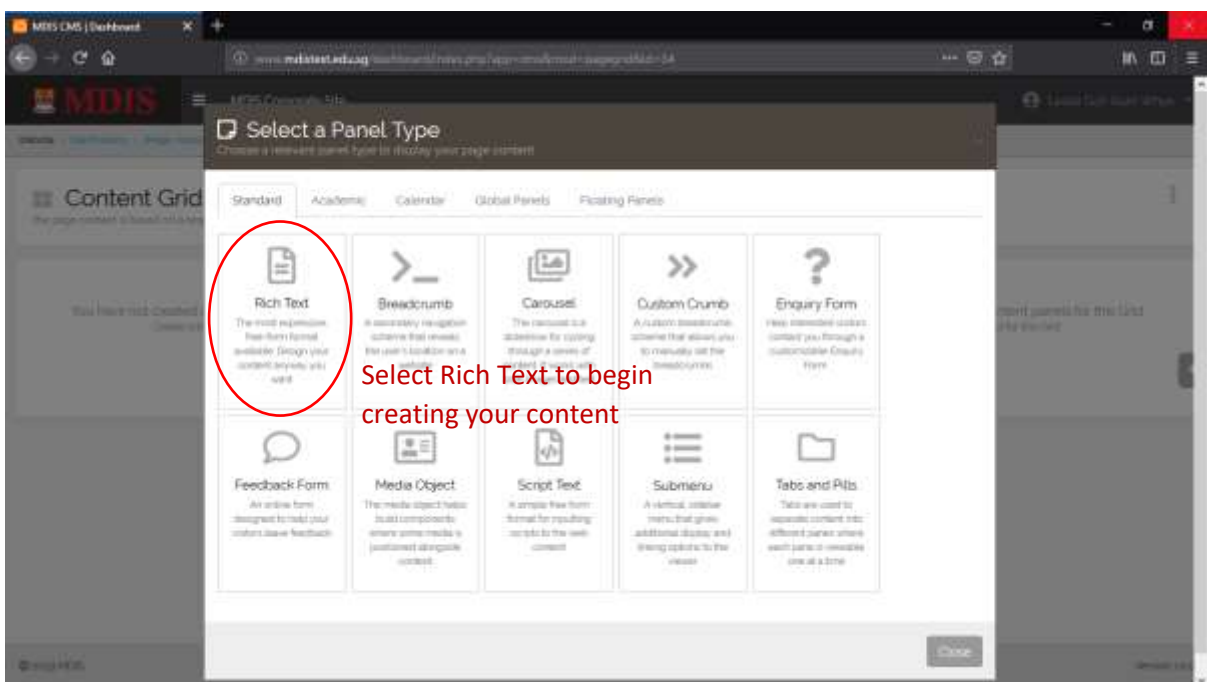


Once you dropped the grid row, the page will update itself with a new grid content placeholder. The placeholder will depend on the type of grid row you selected from the Drawer.

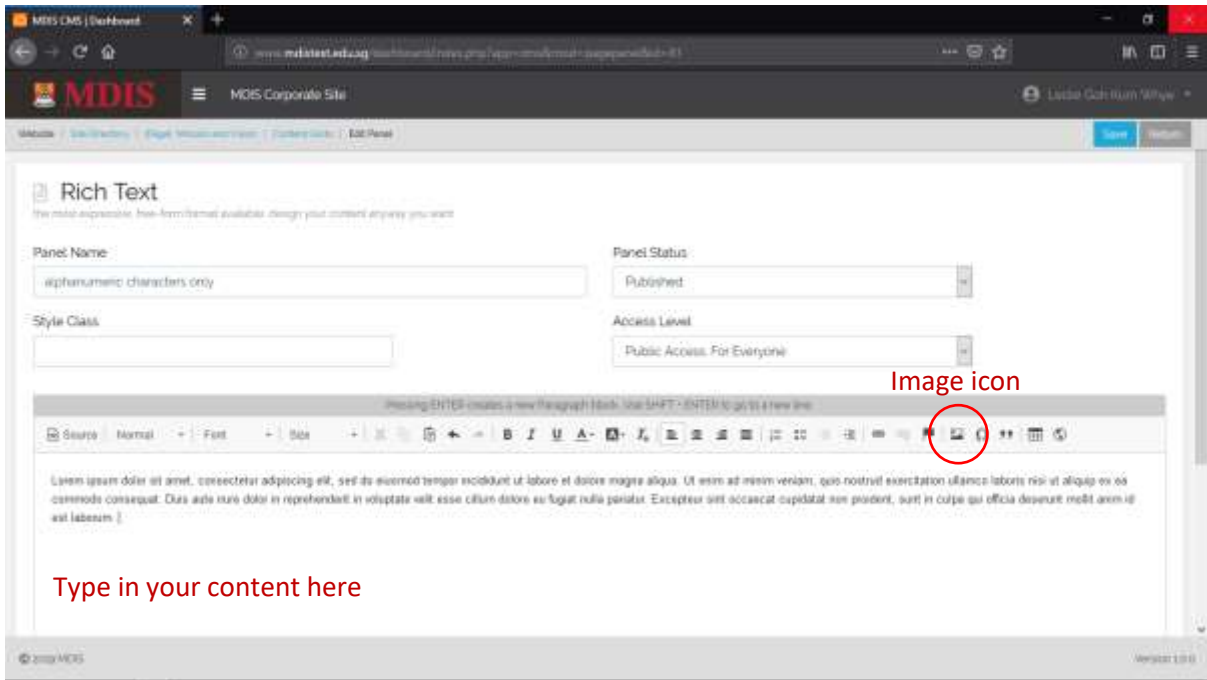


The screenshot above shows a grid row with three equal sized columns. Mouseover the grid row and more options will be shown to you.

Please note that at this stage, only content placeholders are present in the grid row. You will need to choose the type of content to go into each placeholder.



Upon clicking the CREATE button within the placeholder, a popup window will appear which will allow you to choose the type of content you can insert into the space. For now, choose only the Rich Text content panel.

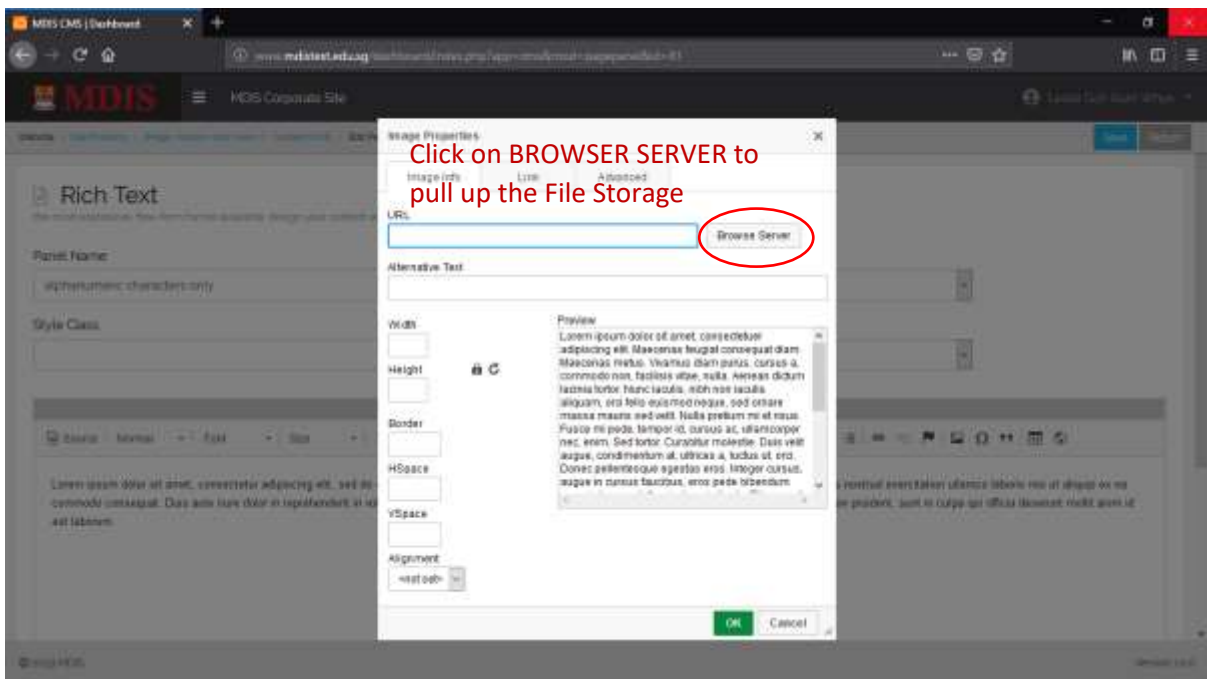


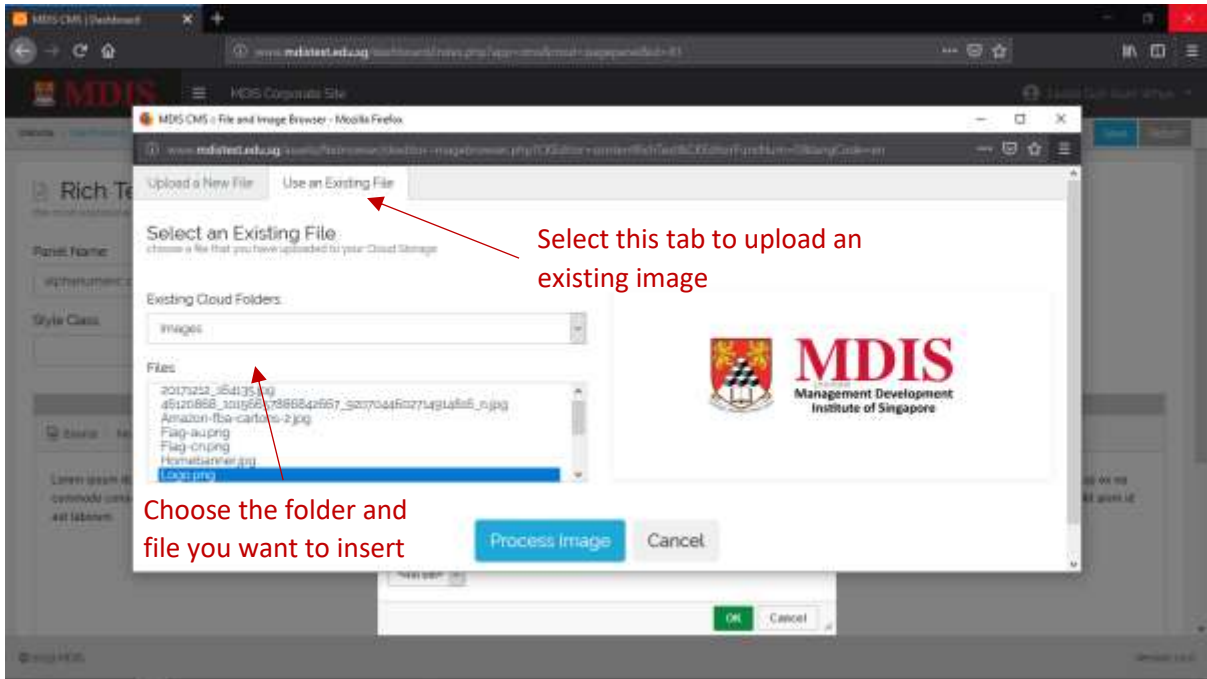
Clicking on the Rich Text box creates a Rich Text panel in that particular placeholder and redirects you to the Rich Text panel page. The Rich Text page features an HTML editor where you can write your content in.

Most of the functions of the HTML text editor are pretty straightforward. Functions like Bold, Italics, Underline, Left Indent etc. are common in most editors.

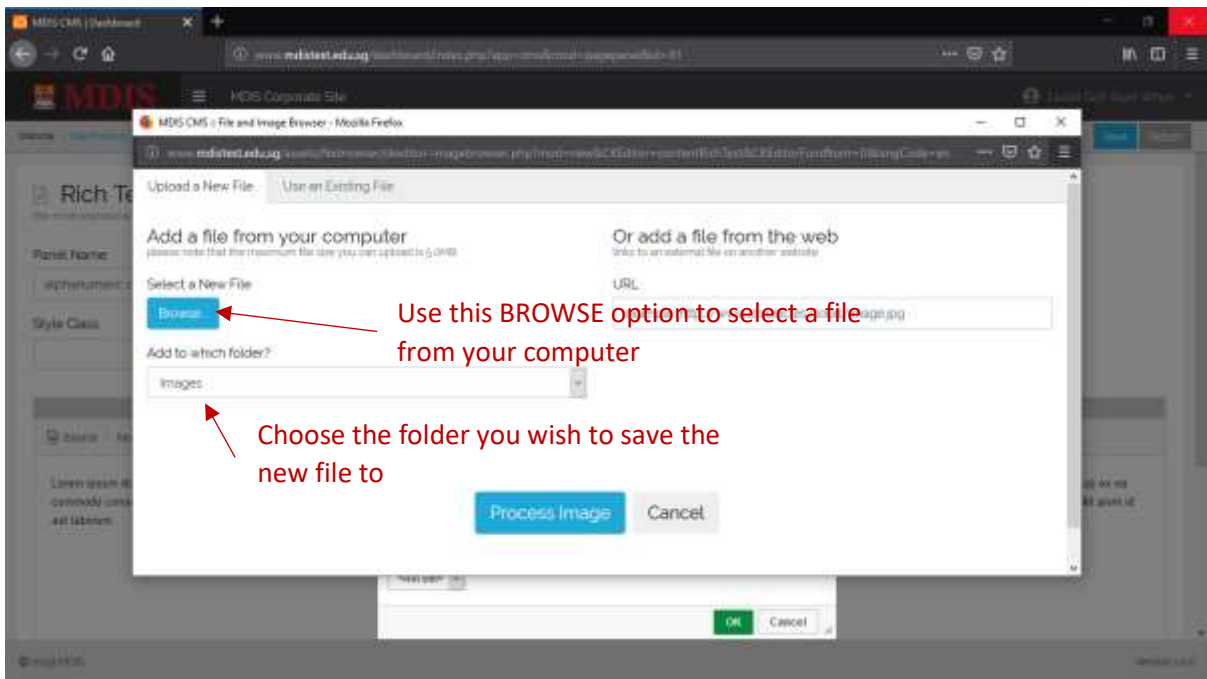
Inserting a Picture to the Rich Text Content

To insert a picture, click on the IMAGE icon.





Choose USE AN EXISTING FILE to select an image that you have already uploaded to the File Storage. Click on PROCESS IMAGE once you have selected. Follow the succeeding steps to insert the image to the Rich Text editor.



Choose UPLOAD A NEW FILE to insert a new photo from your computer. Remember to select the correct folder to upload the new photo to. Follow the succeeding steps to insert the new photo into the Rich Text editor.