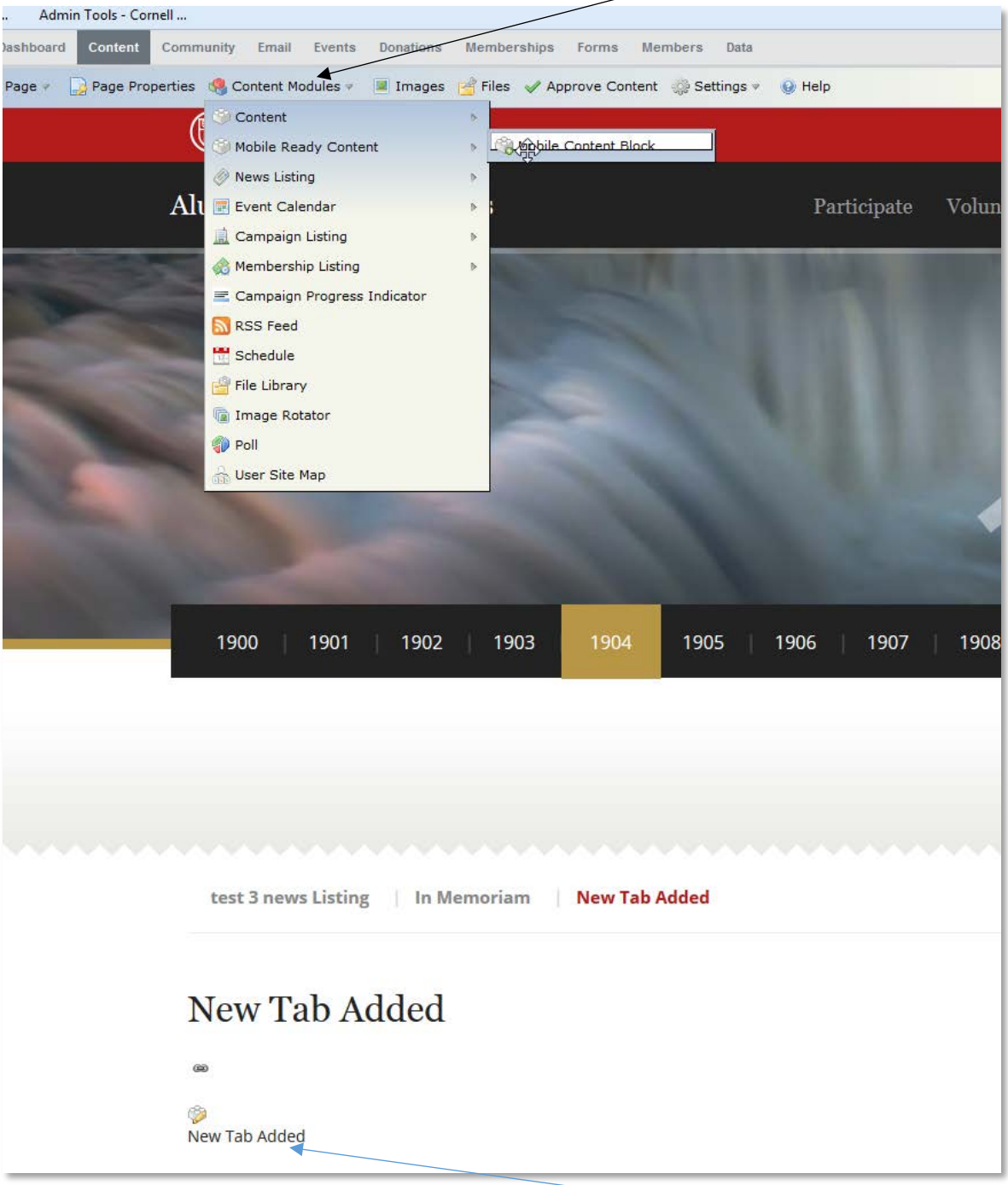
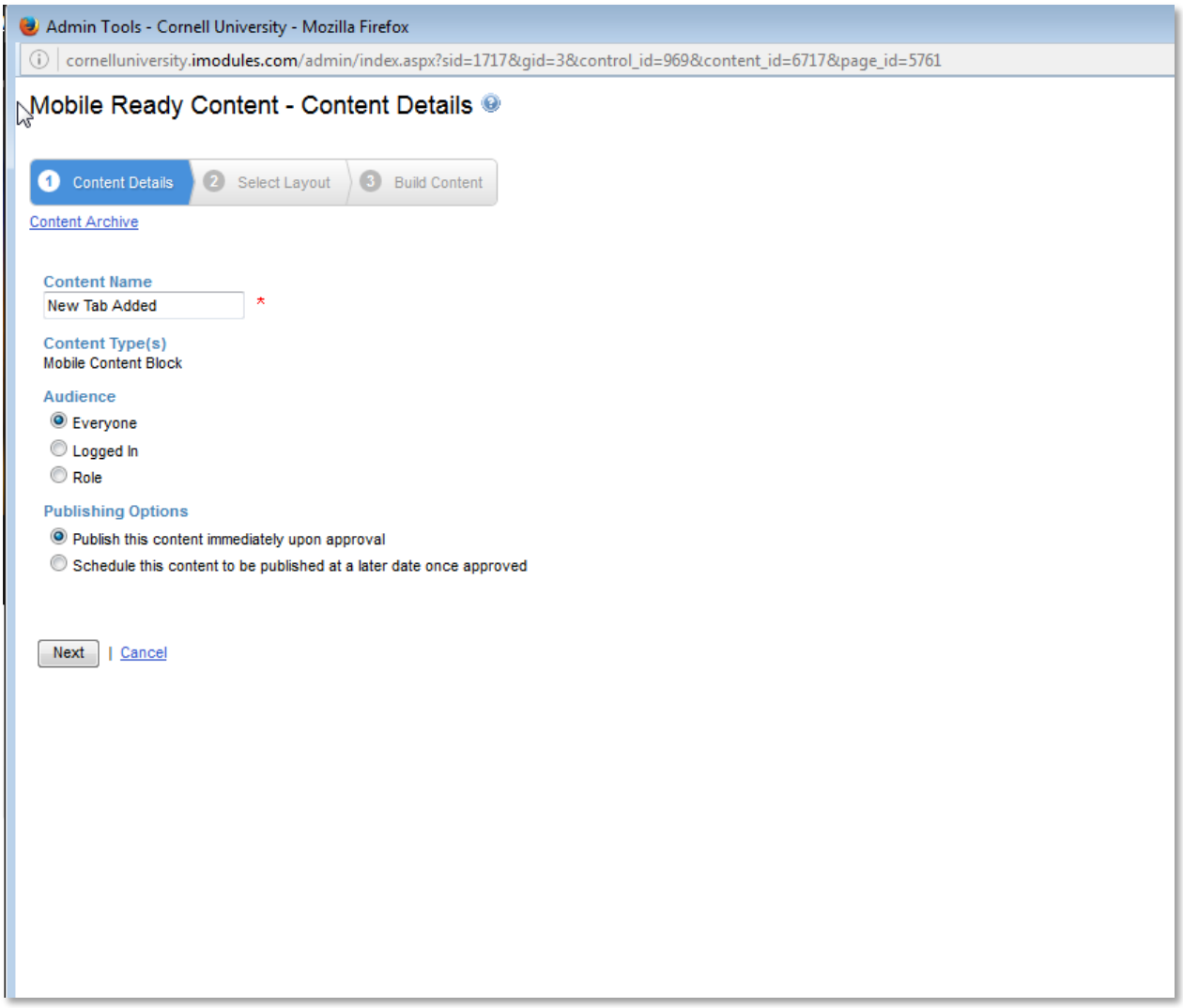
Adding Content Blocks (text)

Highlight Content Modules > Mobile Ready Content > Mobil Content Block



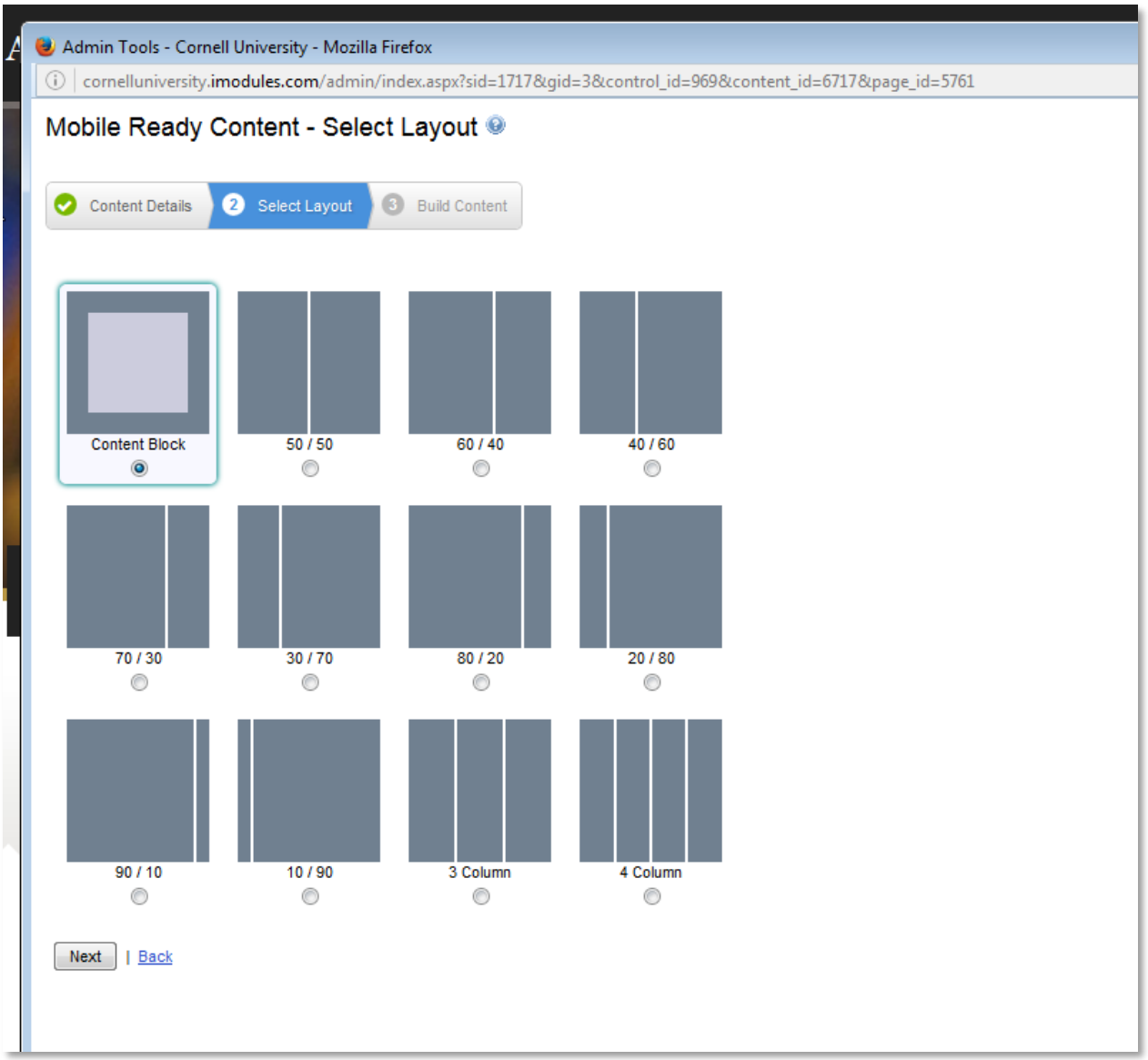
Drag the mouse down to the tab of where you would like to add content.

Hint: scroll the web page to where you want to add the new content, since you cannot move on the page once you have Highlighted Content Modules > Mobile Ready Content > Mobil Content Block. This becomes important if you wish to add content to the BOTTOM of the tab.



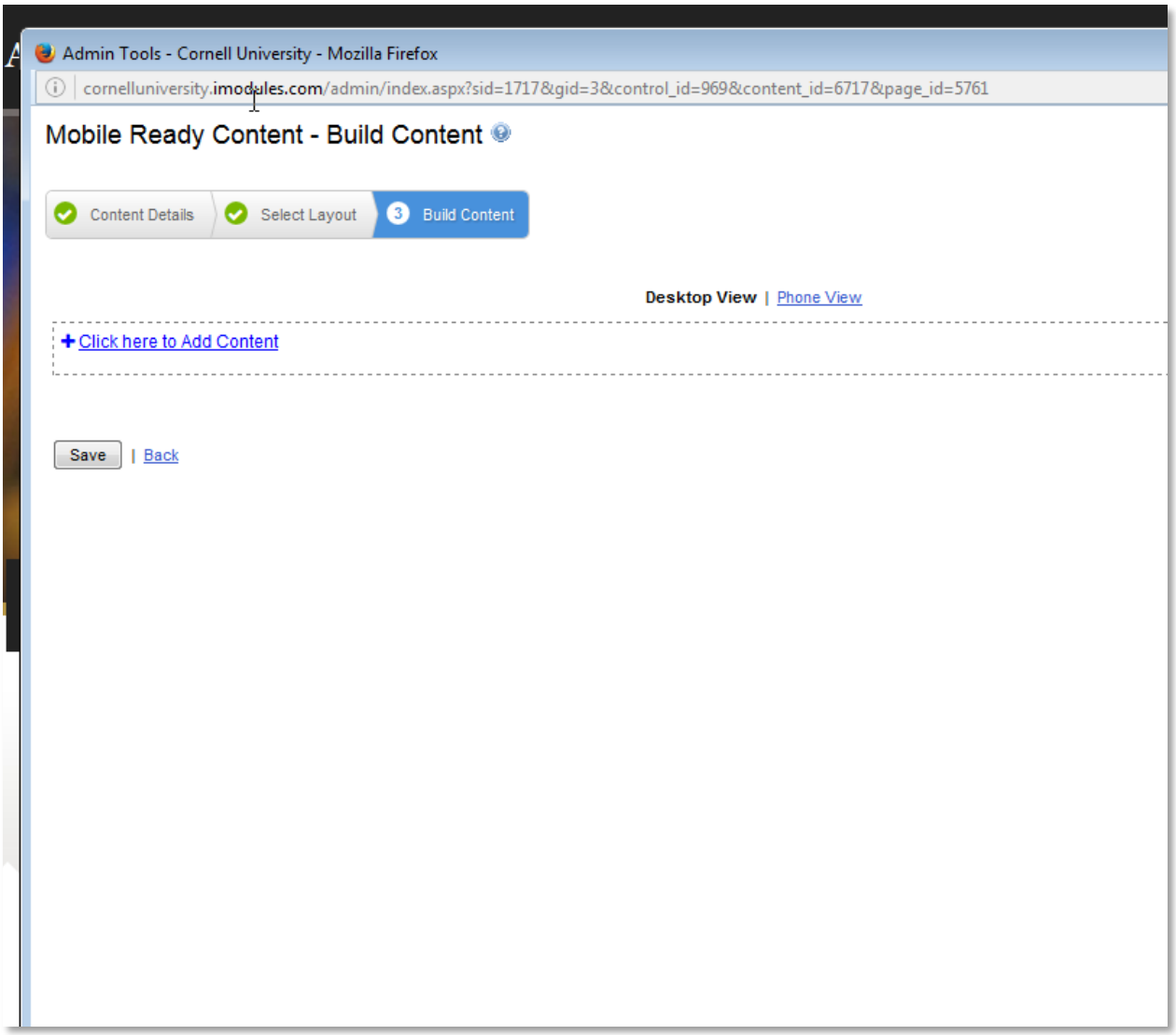
Select Next

Select the block style. 50/50 can be selected if there is a need for two columns of content.

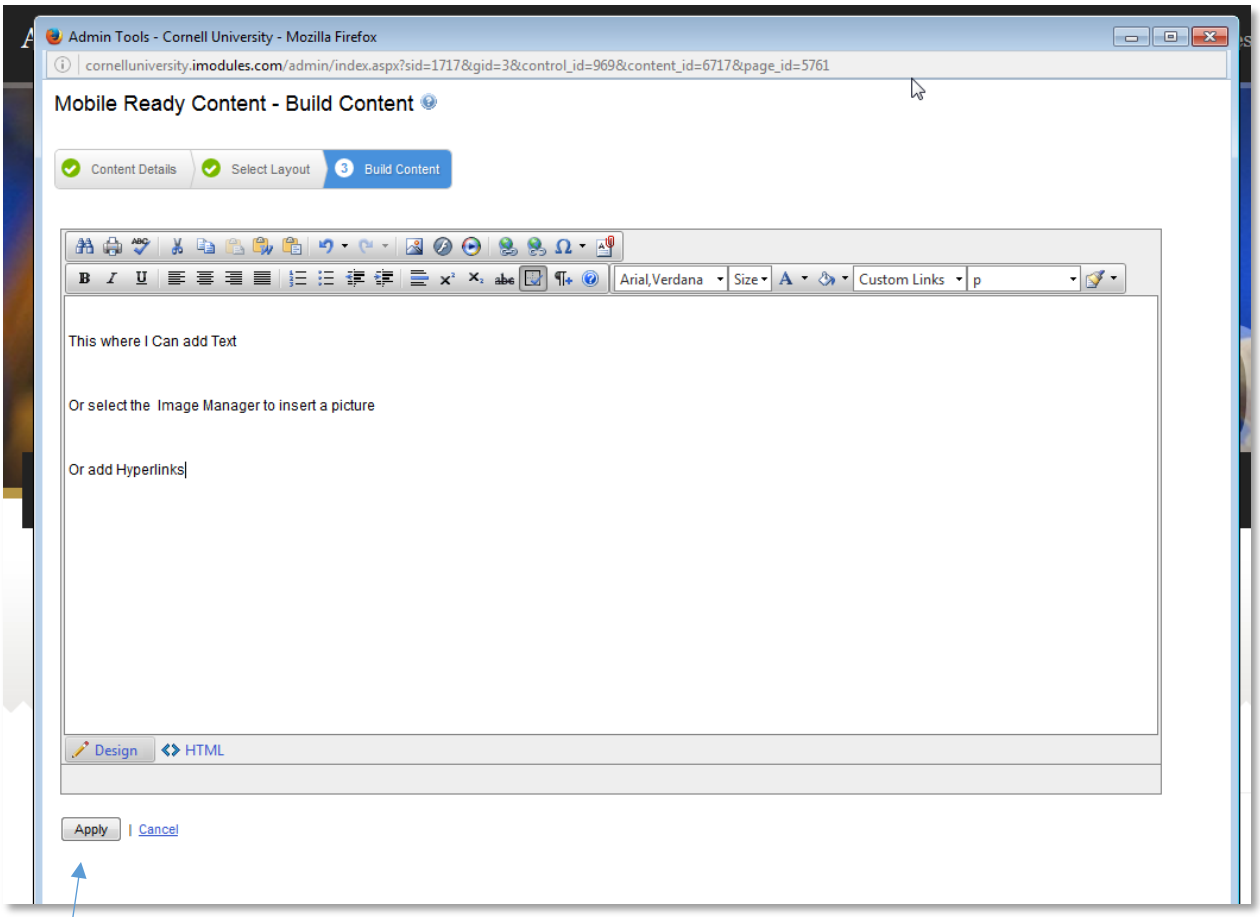


Select Next

Click on the link to add content.

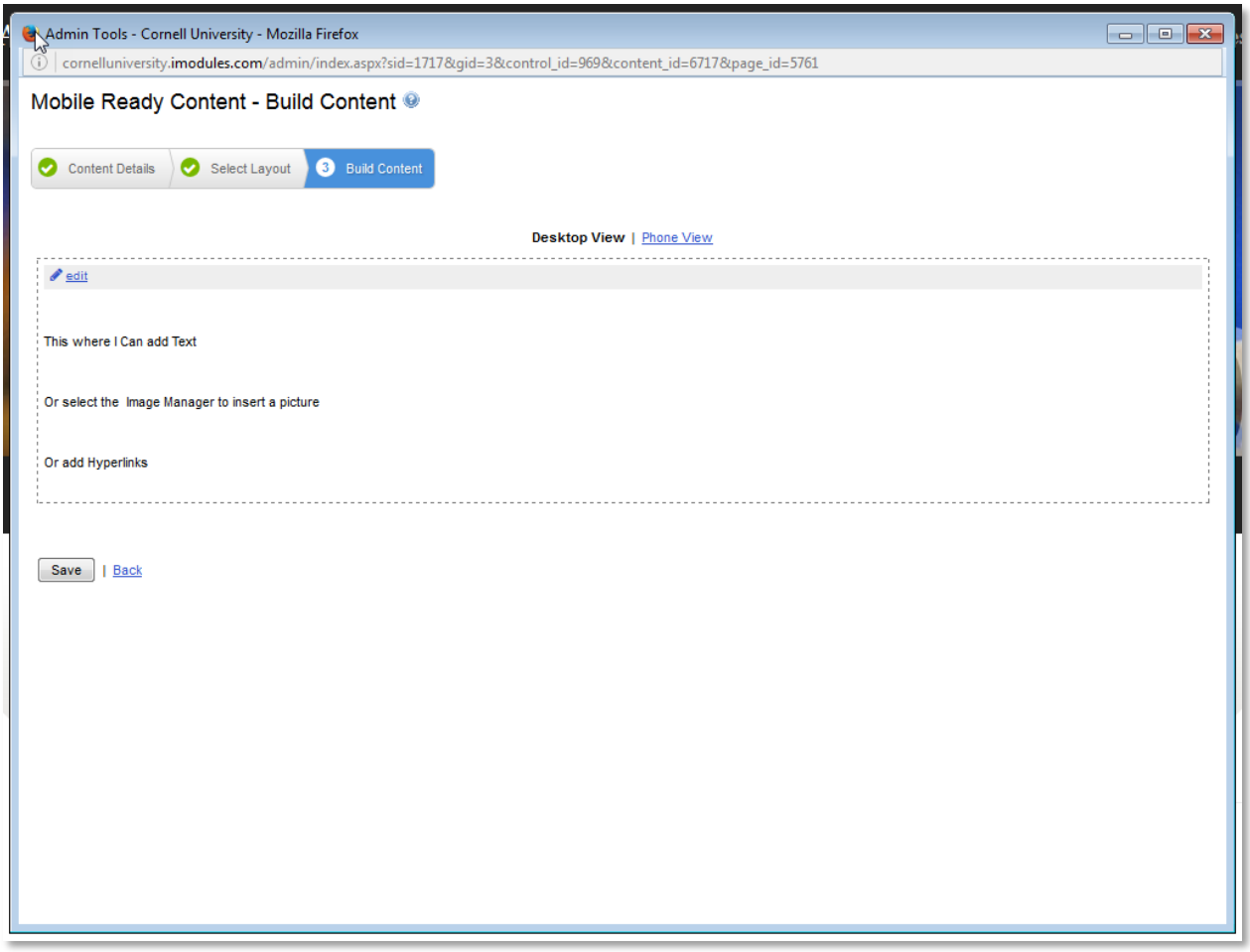


Simple text can be added

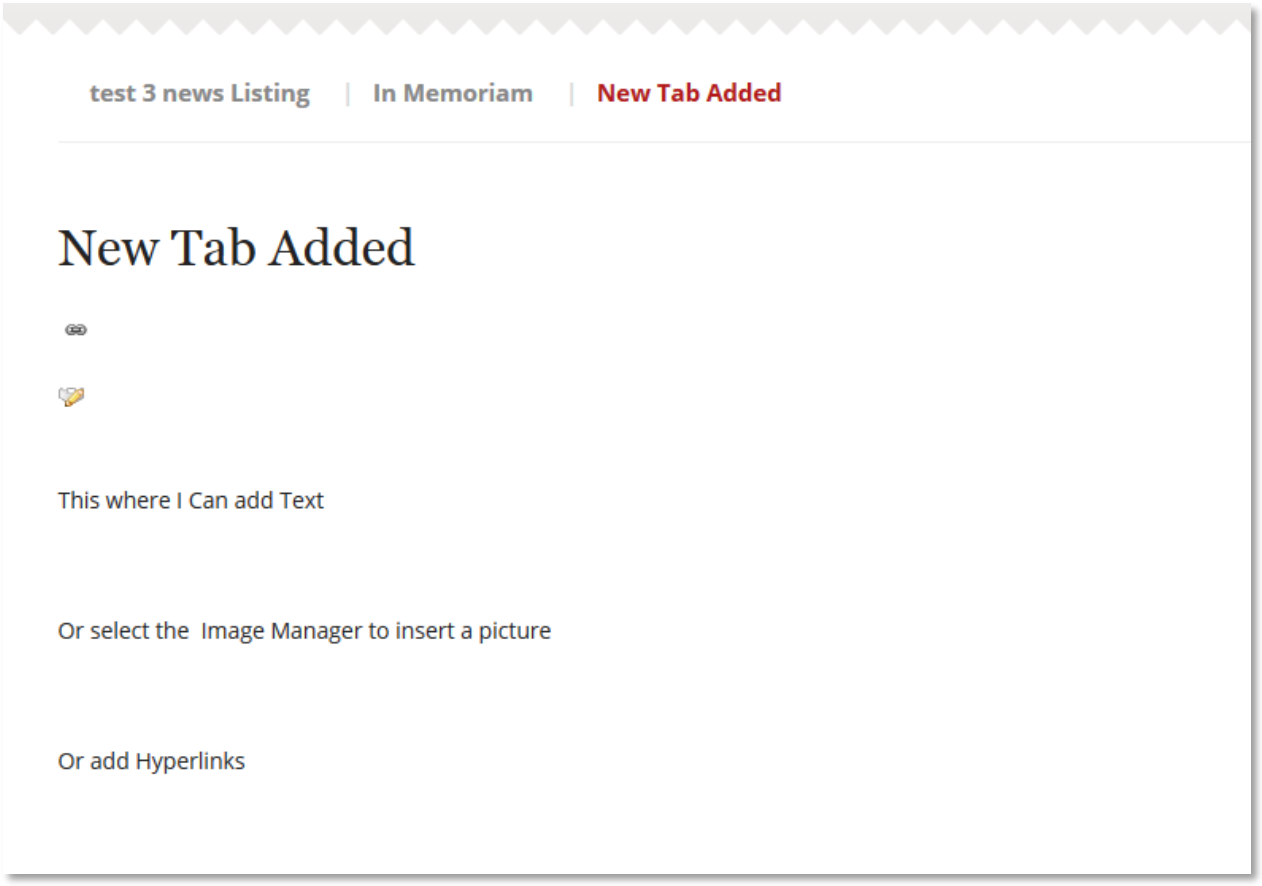


Apply can be selected to move to the preview page.

The preview page will show the content that can viewed in desktop or mobile views.



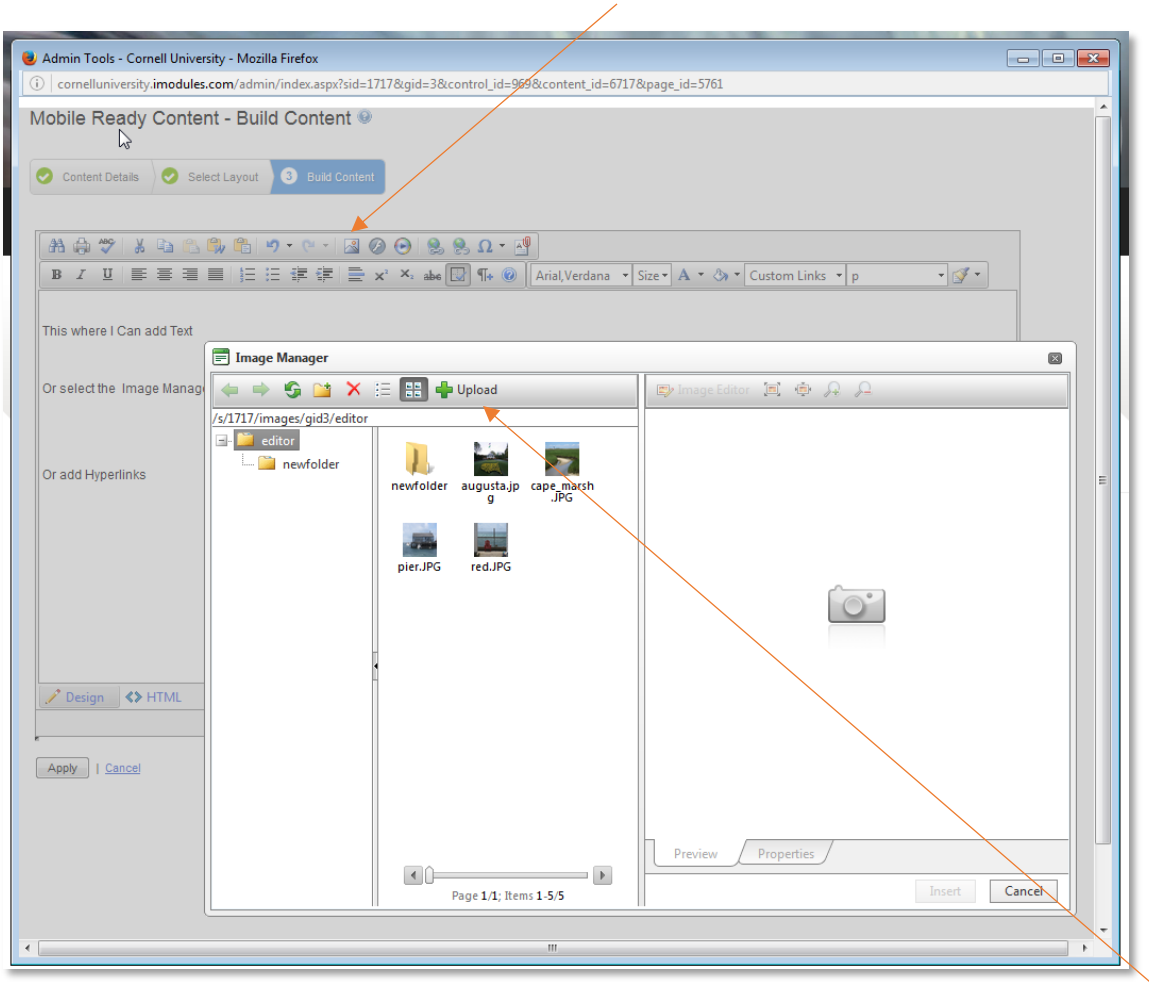
Select Save to complete changes.



The new page will be displayed on the site.

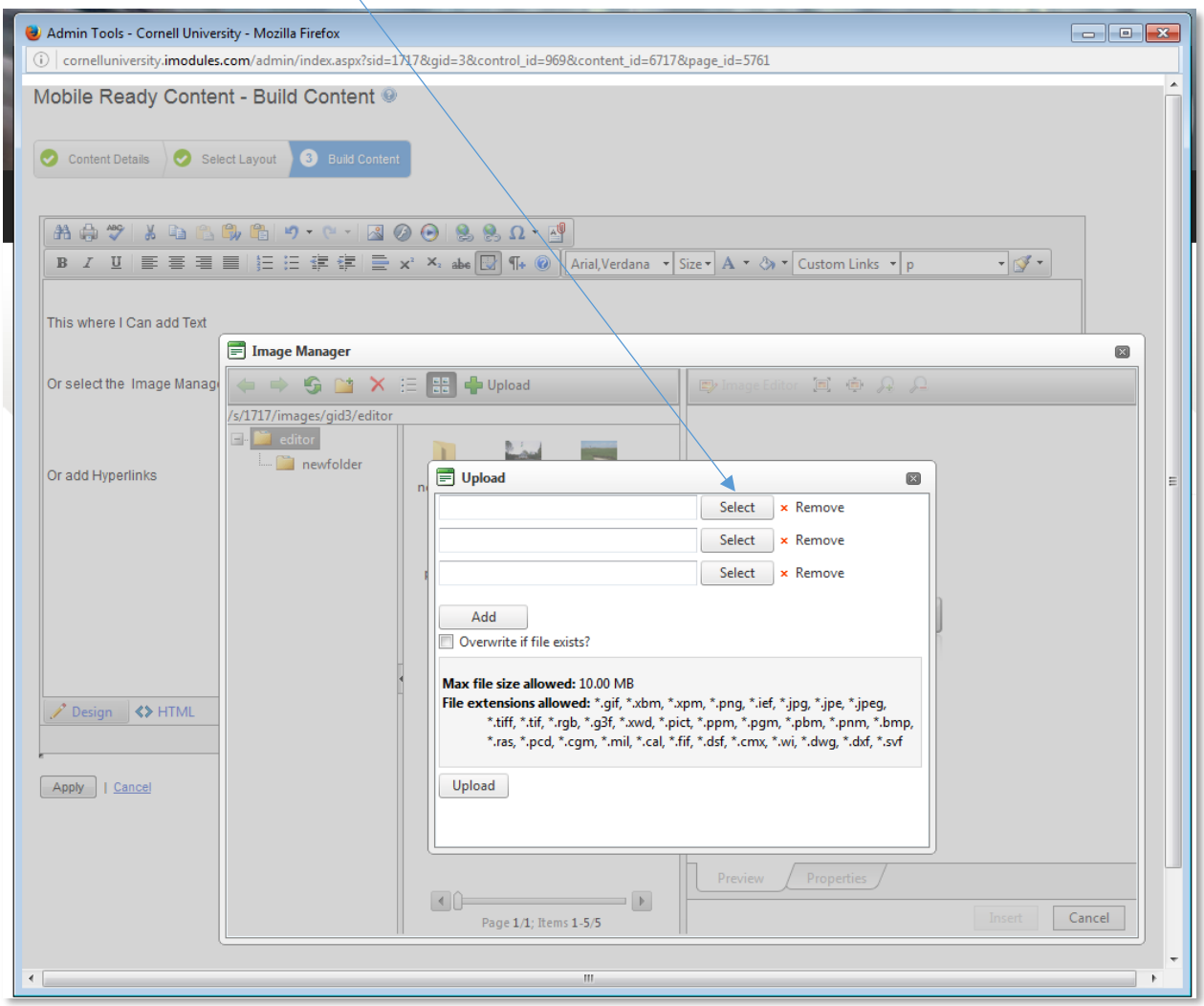
Images

Images can be added by selecting the image manager tool. ALWAYS use the image manager.

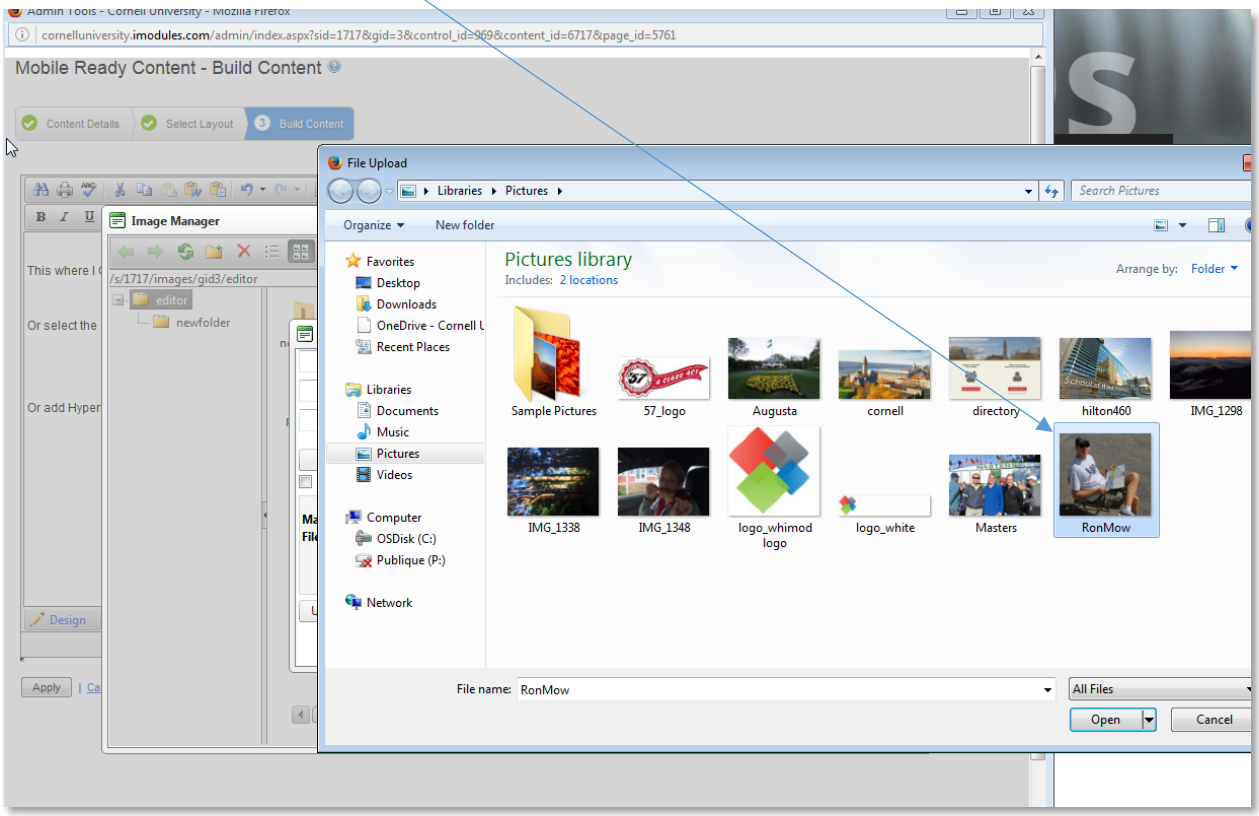


Images should be uploaded from personal storage and placed into iModules storage. Select the green upload button.

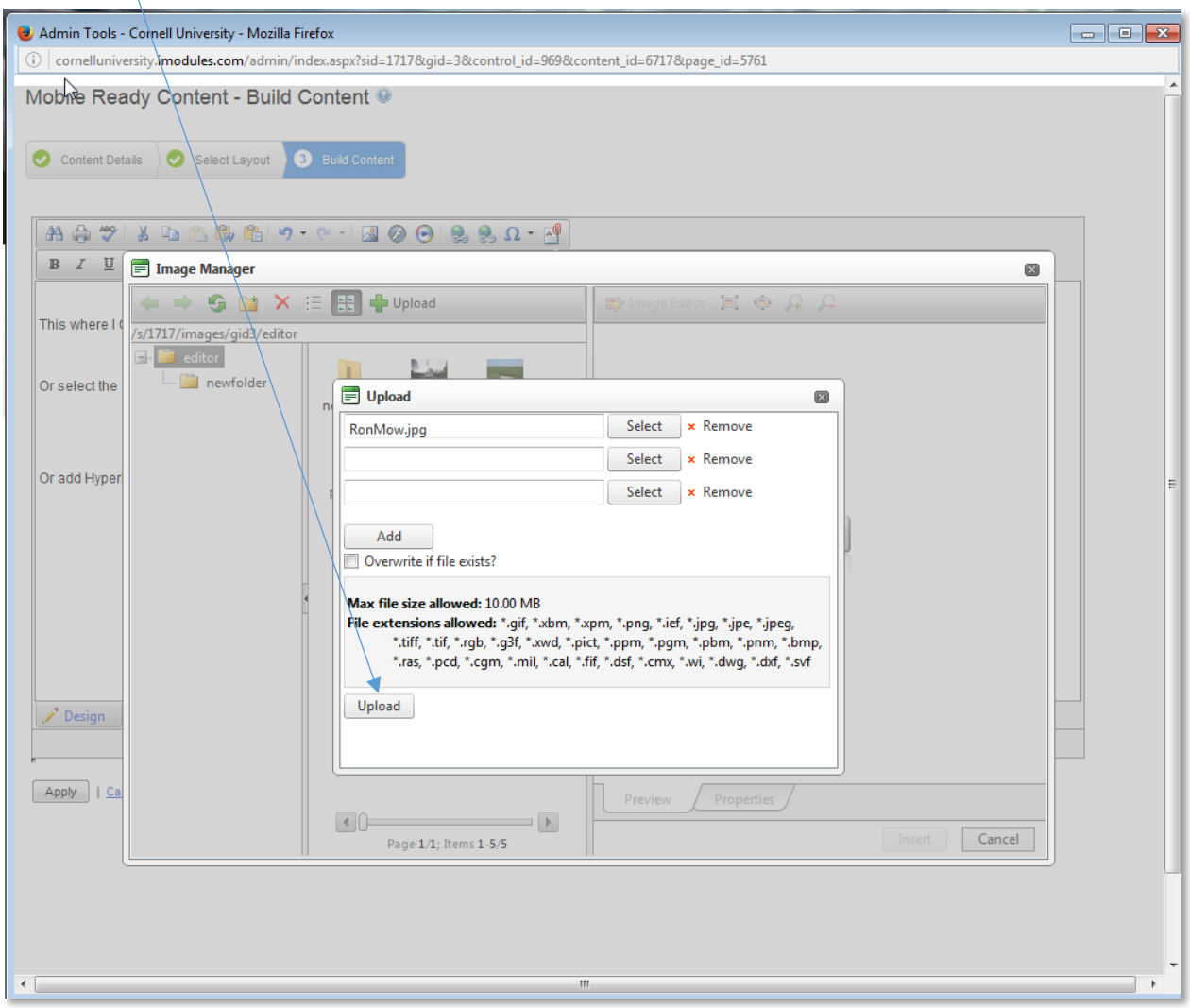
Click on the Select button



Select the desired image

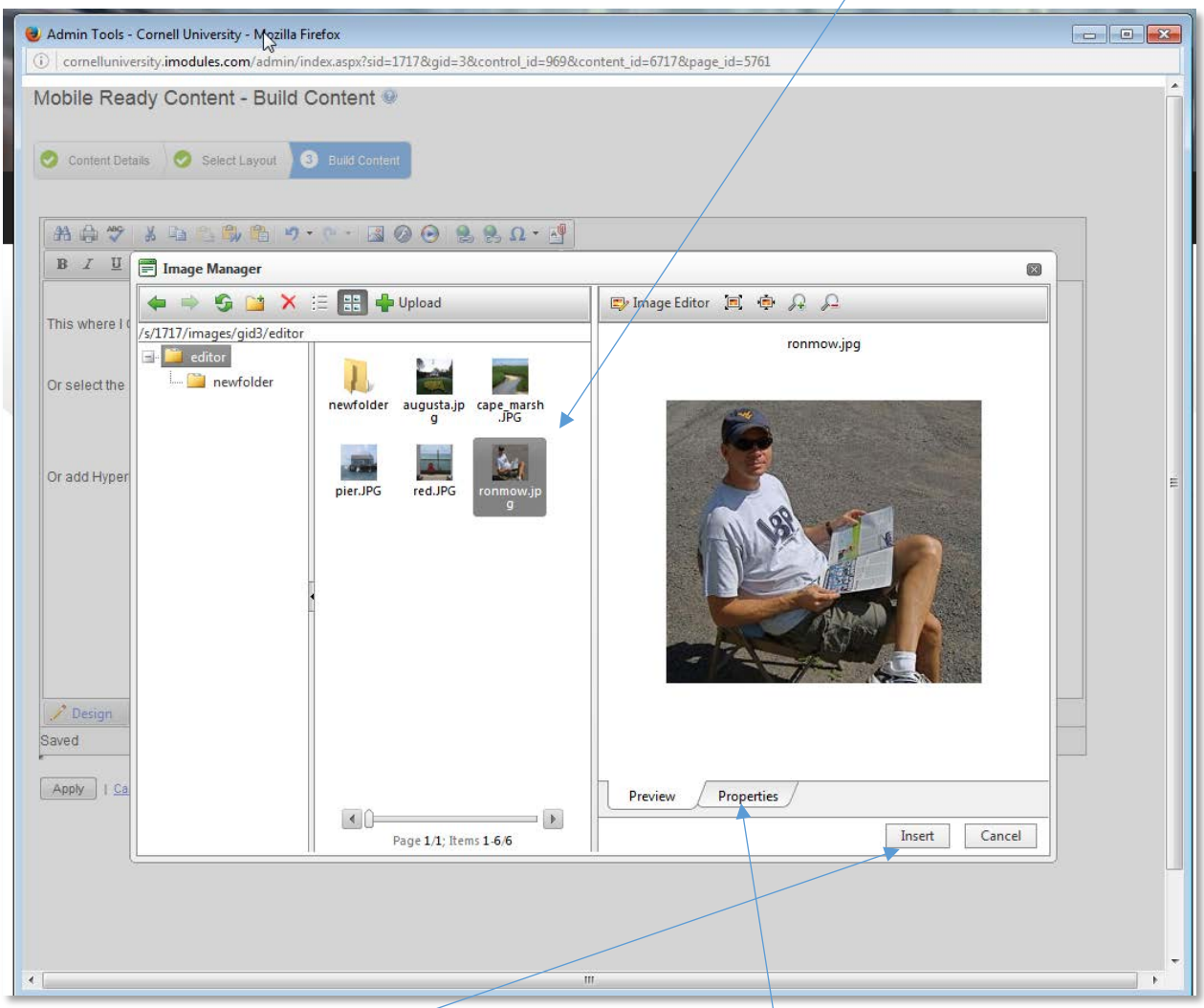


Select Upload after selecting at least one image to load into the community image folder.



The images will be stored in the image manager for use on the web site.

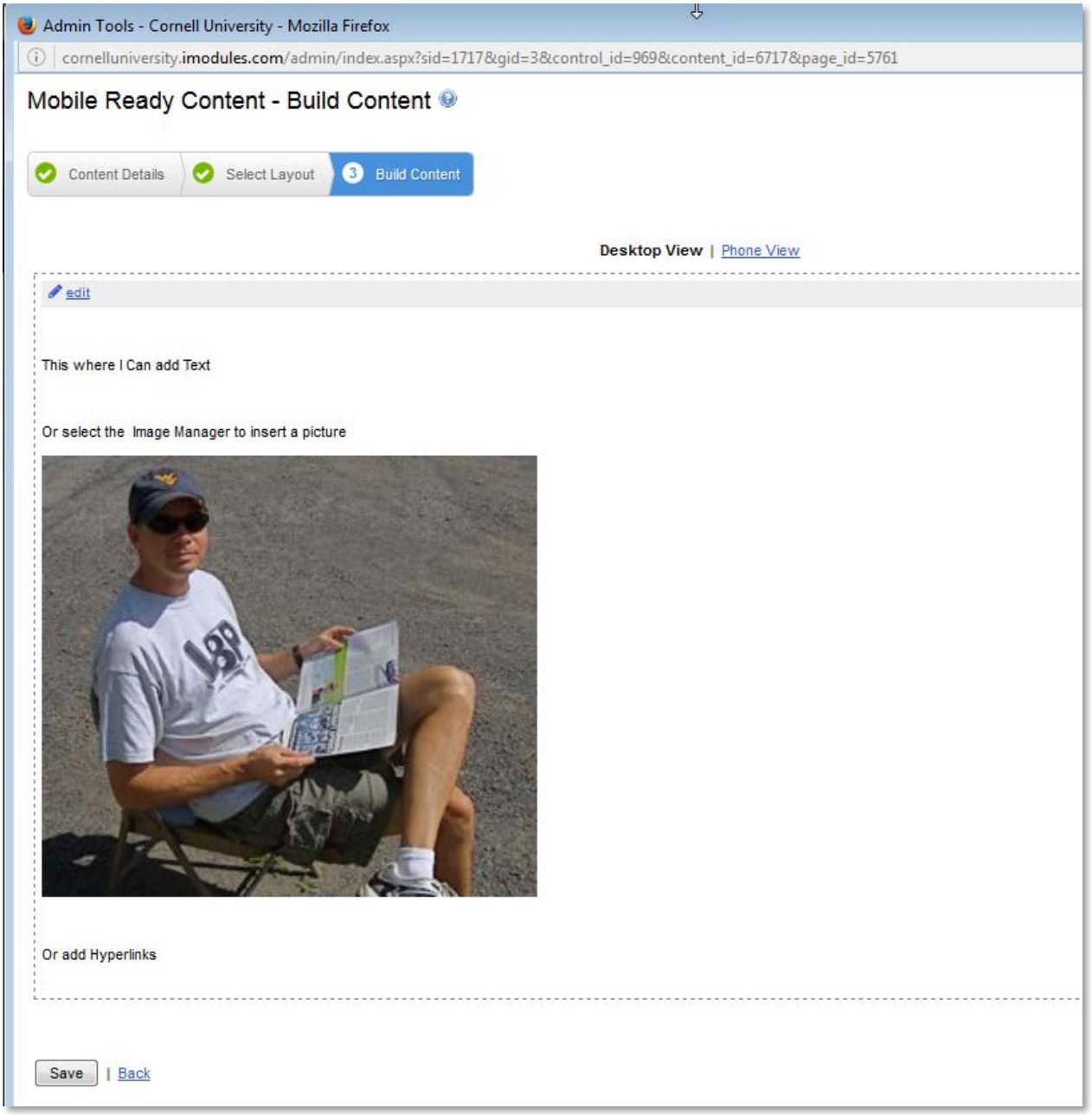
To insert a saved image on the page, select the image to be paced on the page



Then select Insert.

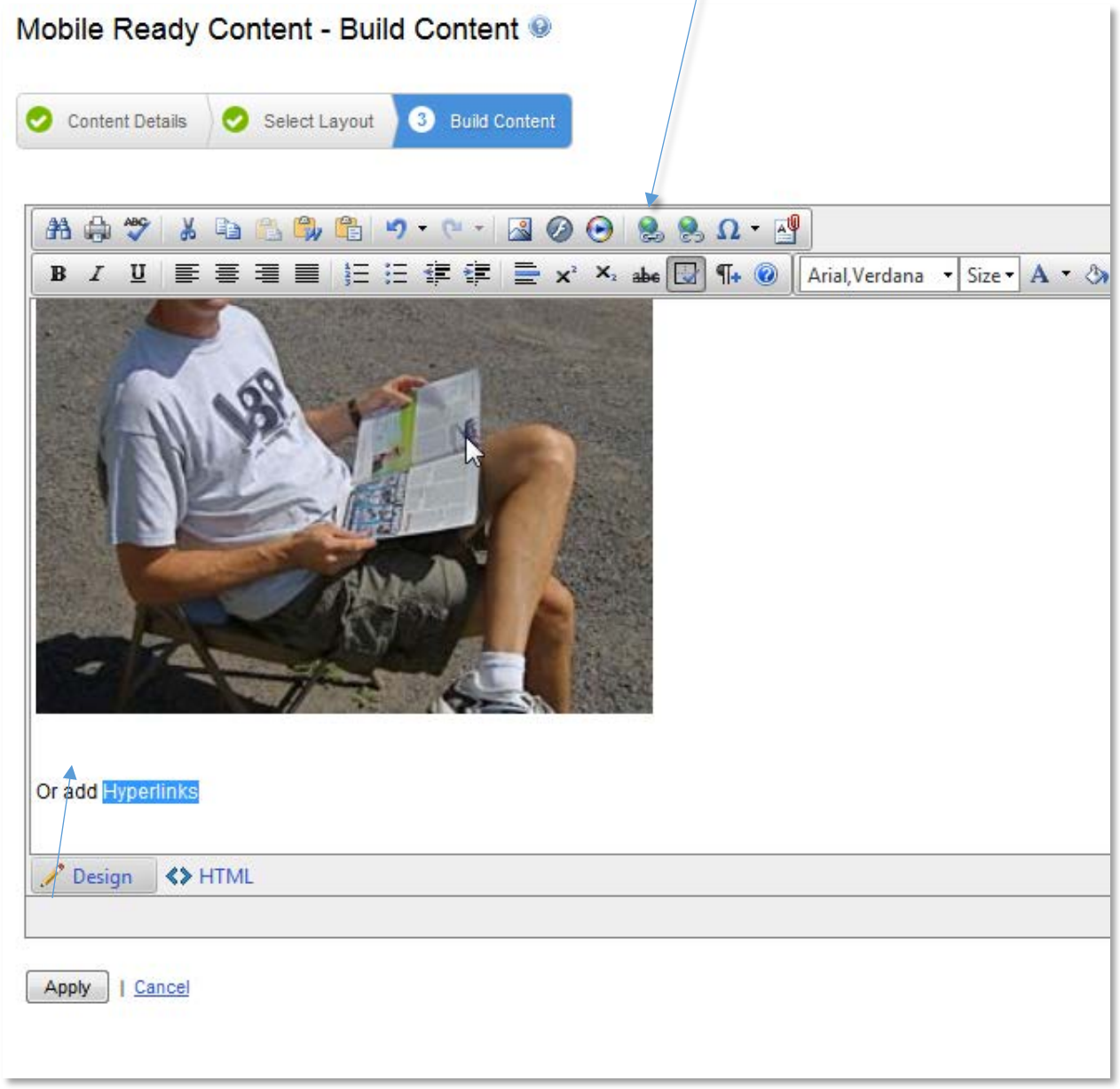
The properties tab can be selected to manipulate the image properties.

The image will be placed in the content block. The size of the image can be changed by clicking on the corner and dragging out to maintain the height/width relationship.

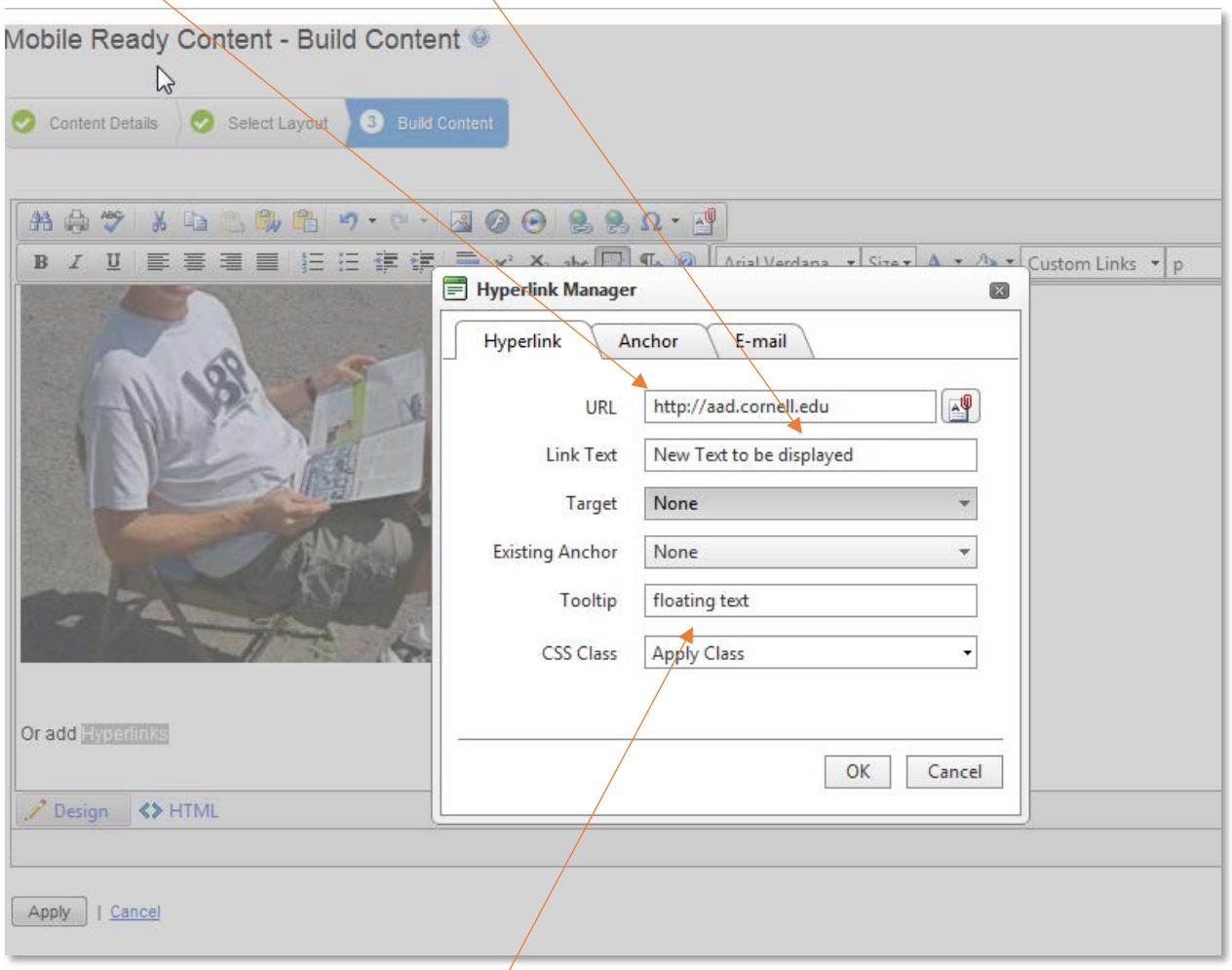


HyperLinks

Hyperlinks can be added by selecting the hyperlink manager tool



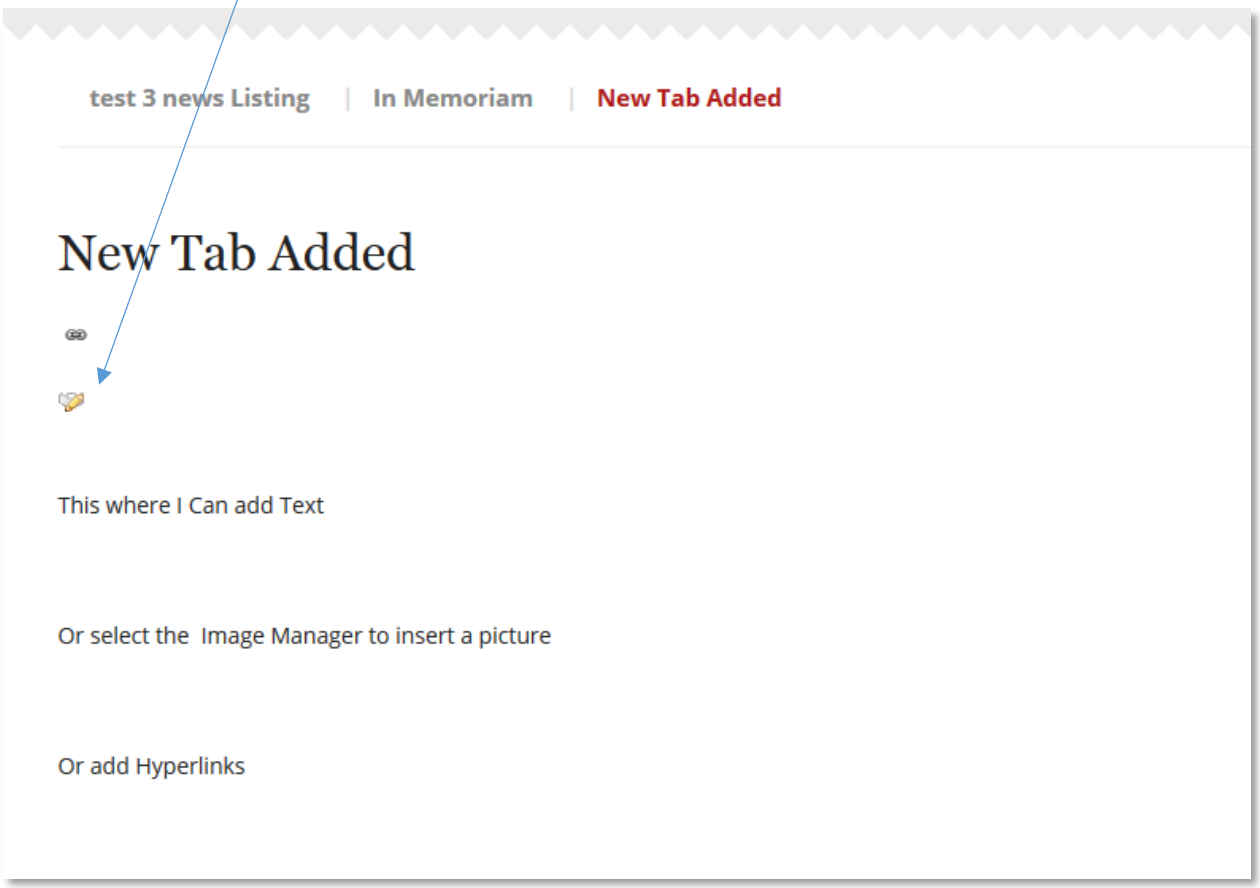
Enter the URL and the text to be displayed on the site for the URL



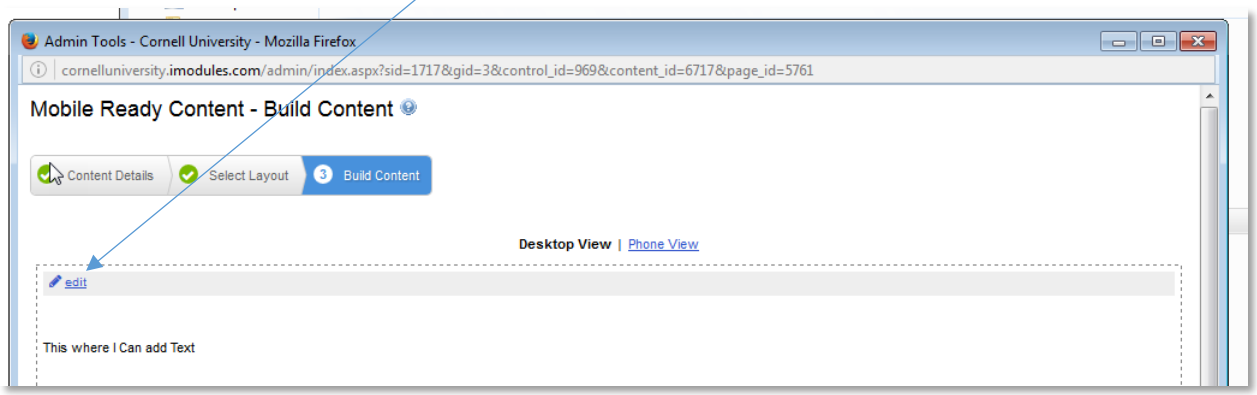
The Tooltip will be displayed if the cursor floats over the hyperlink.

Item 1/2 – Modifying Existing Content

Selecting the pencil icon will allow changes to be made.

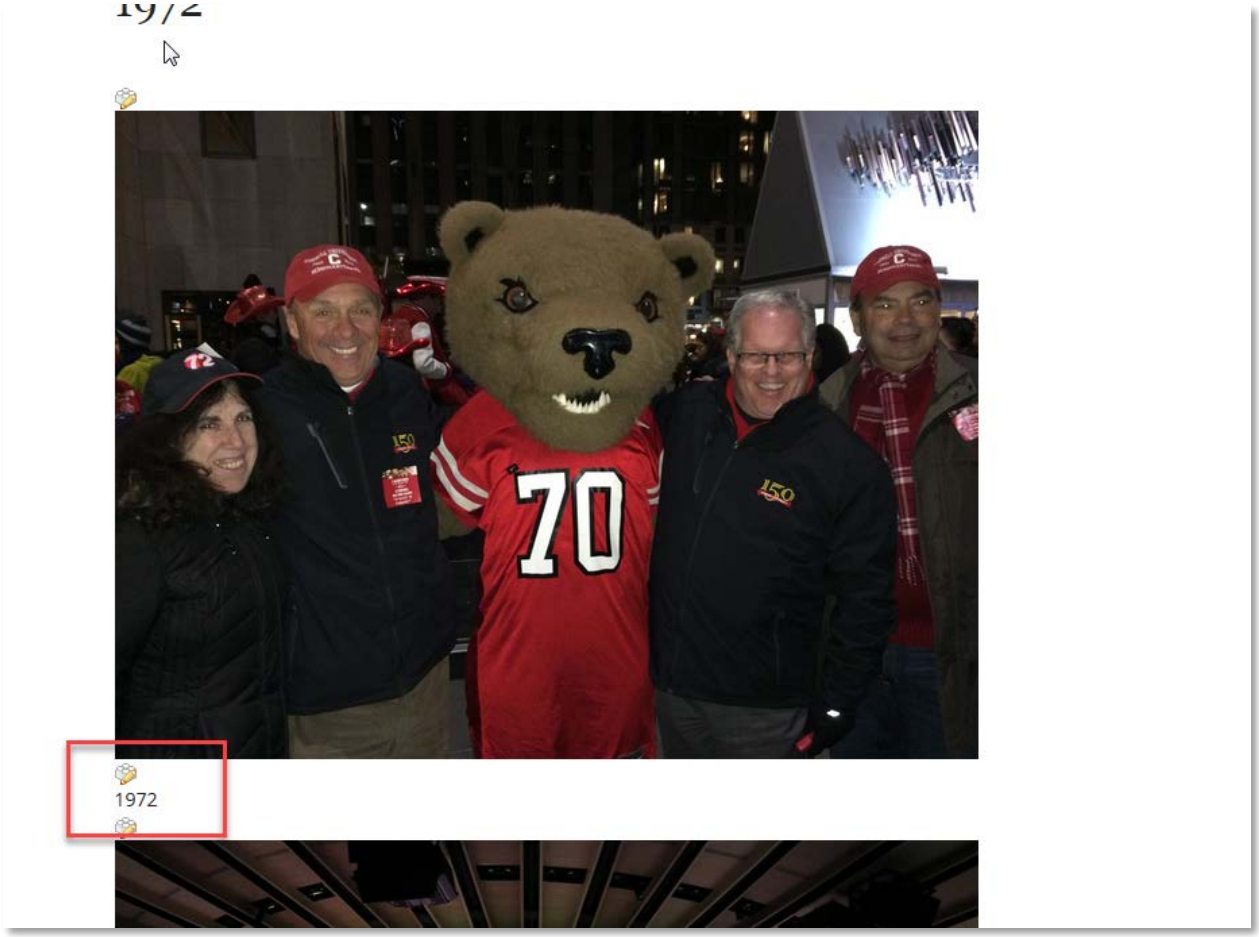


The system will direct you through the same pages as when inserting content. Click through the pages until arriving at the edit window. Select edit to begin modifying.



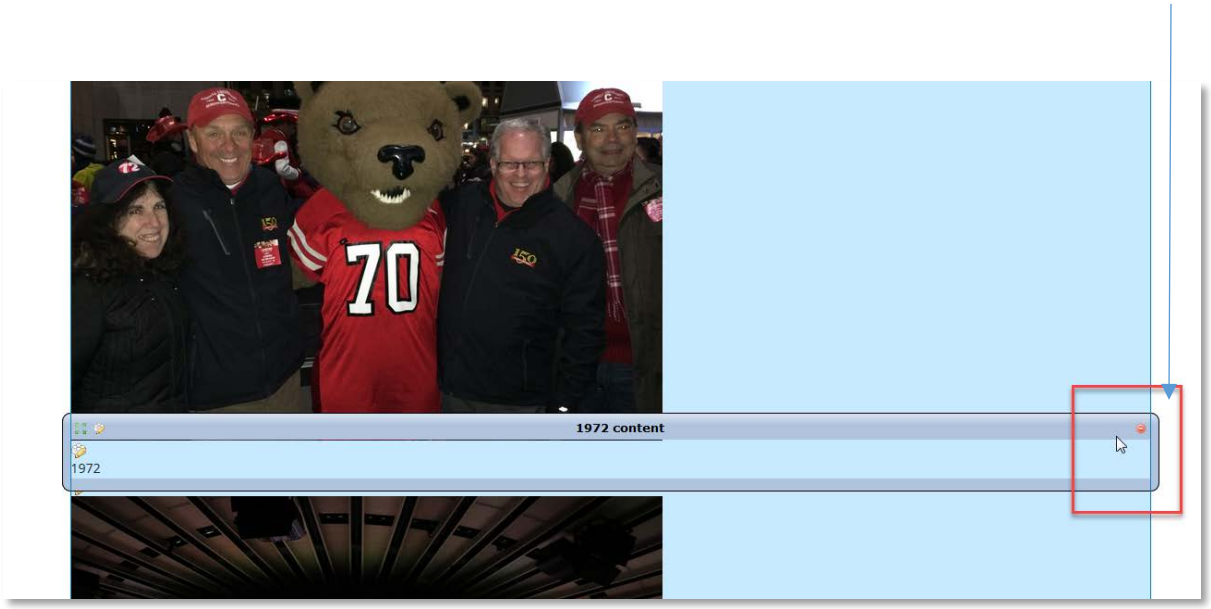
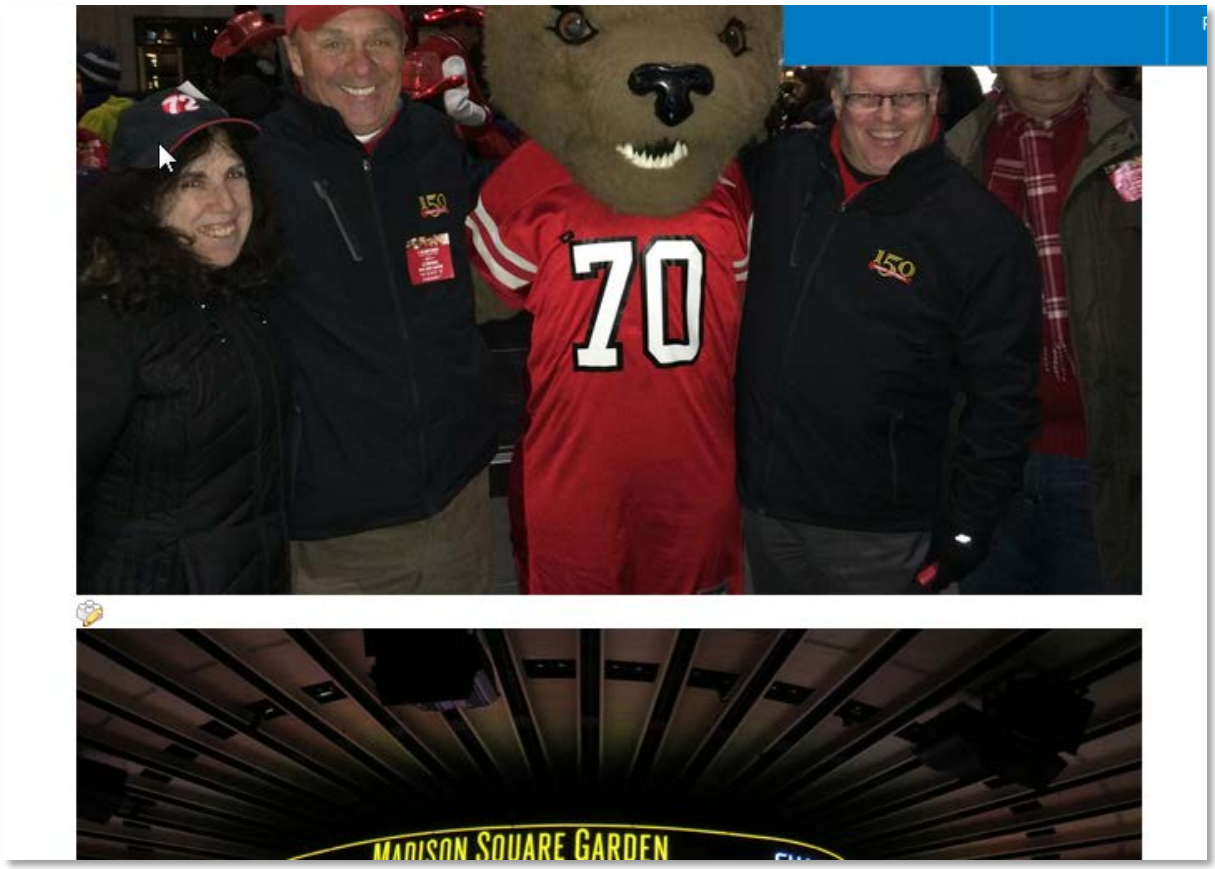
Item 1/2 – Deleting a content block

In the site below, there is an extra content block with the text ‘1972’ that should be removed.



Select the “Content Builders” button.

When the page reloads, move the cursor to the content block to be removed and select the red icon.



Then select the “Content Builder” button to reload the page with the content deleted.