

# NHD WebCentral

## How Do I....?

Here is a list of common tasks that you will need or want to do as you build your website.

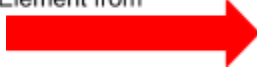
### Pro Tips as You Build Your Site:

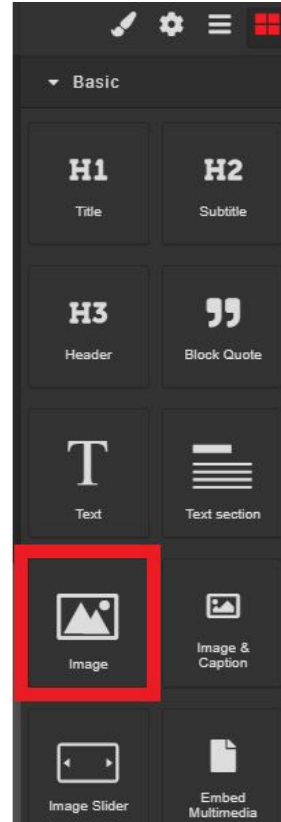
**Be sure to select Text Box before you begin typing.** Make sure you double-click the Text Box before highlighting or beginning to type. Failing to double-click in the box will result in unwanted movement or unwanted typing elsewhere.

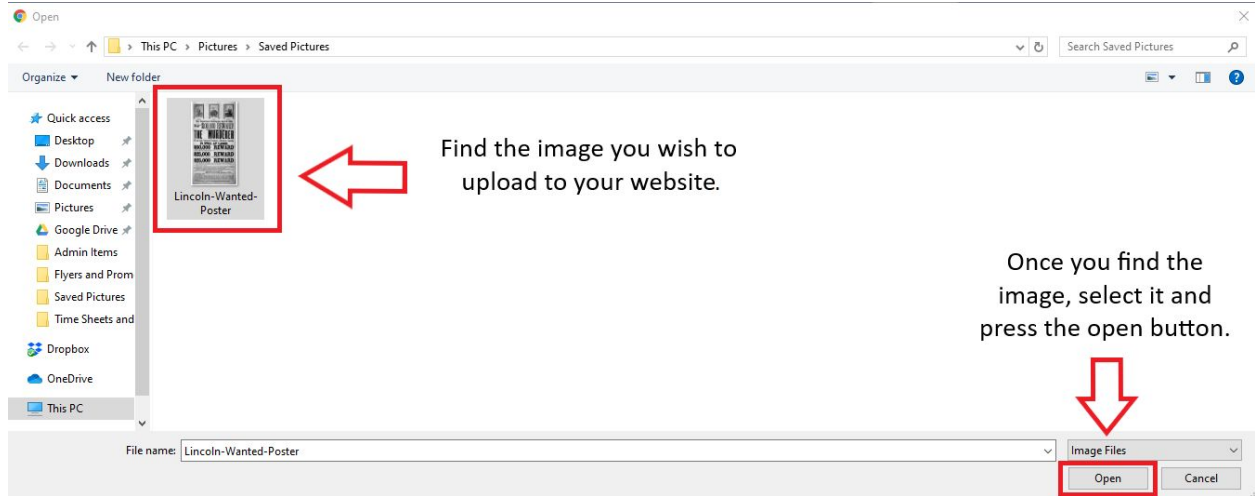
**Avoid copying text from another website.** Text that is copied and pasted from another website tends to carry extra data with it that you will not see until it is published. The best way to get around this issue is to copy the text from your source, open either Notepad (Windows) or TextEdit (Mac), and paste into the software. Make the text plain text. Select the text in the software and copy and paste it into the website.

### How do I upload an image?

- Drag and drop an image block into a container.
- The image gallery will automatically appear but if it doesn't, double-click the image block to upload or select an image.
- Double-click the dotted box on the left to select an image from your computer.
- Upload the image.
- Double-click the image in your gallery on the right to insert an image into your page.
- Close out the window.

Select the Image Element from the Toolbox Pane 





The image will appear in the gallery. Select it and it will be added to your website.

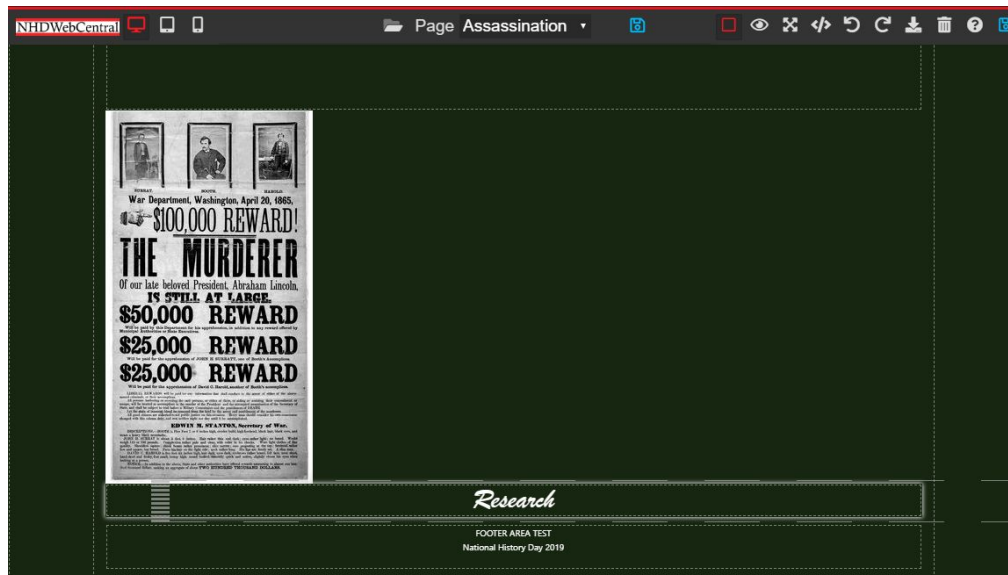


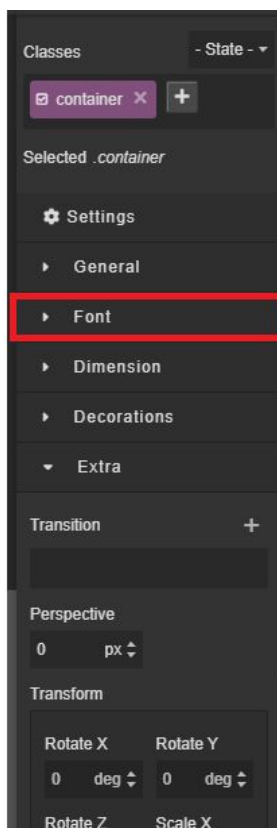
Image appears in website

## How do I center an image?

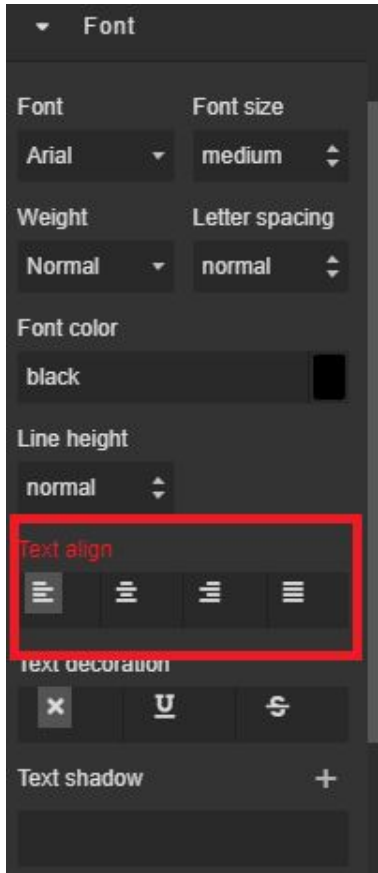
- Place an image block in a container.
- The image gallery will automatically appear or you can double click the image block on your page to make the gallery appear.
- Select or upload your image to the image block.
- Double click on the image you want for that particular image block.
- Select the container block and scroll to font settings.
- Select center alignment under the text align setting (right, left, center, and BLANK alignment is available).



Click on or select the container that holds your image.



Select "Font" from the Toolbox Pane.



Find Text Align under font and select the alignment or orientation for your image.

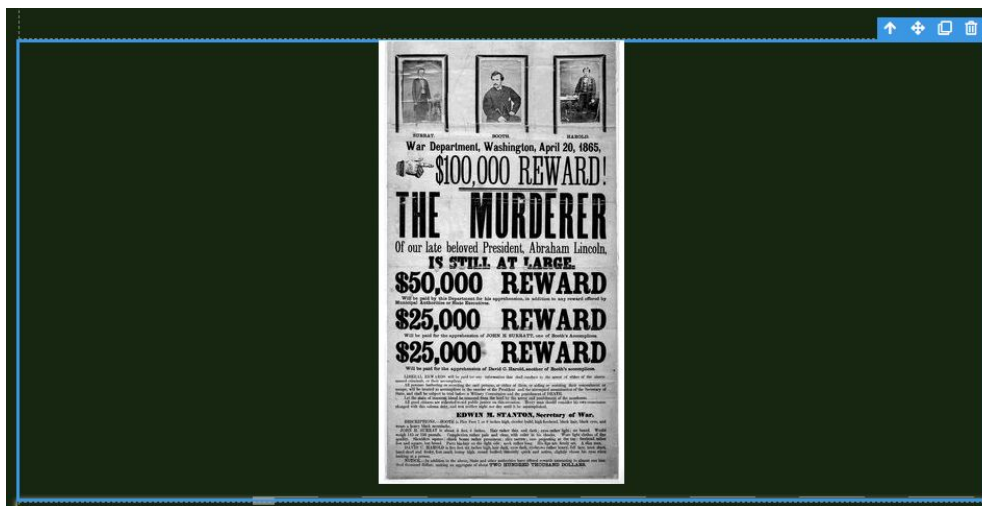
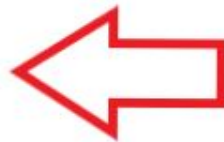
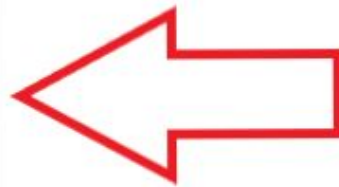
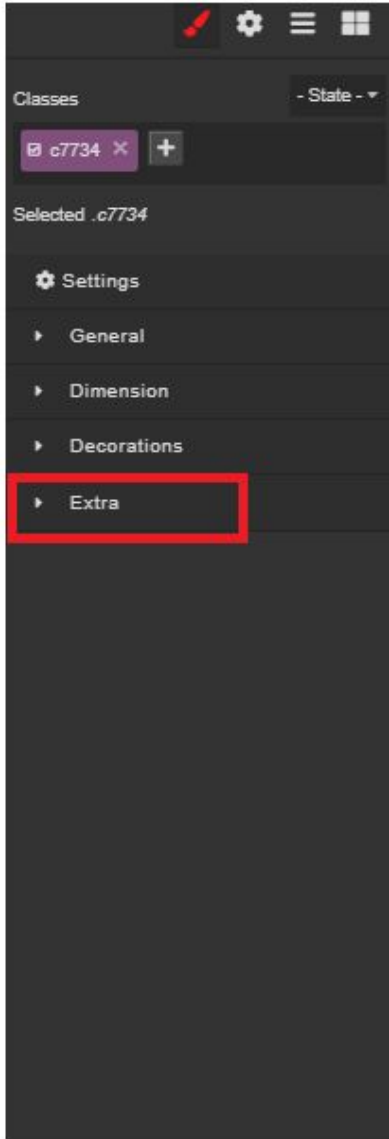


Image is now aligned!

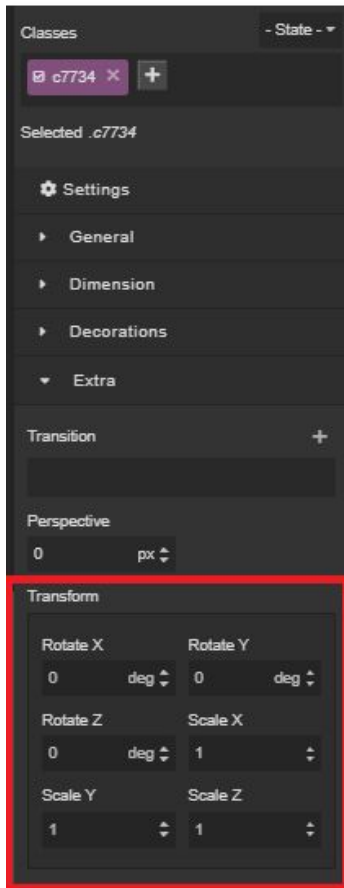
## Rotating an Image

- Place an image block in your container.
- With the image block selected, under the Extra settings, you can use the Transform settings (Rotate X,Y,Z) to manipulate the direction of your image.
- Rotate Z is the most common setting to use when rotating your image.





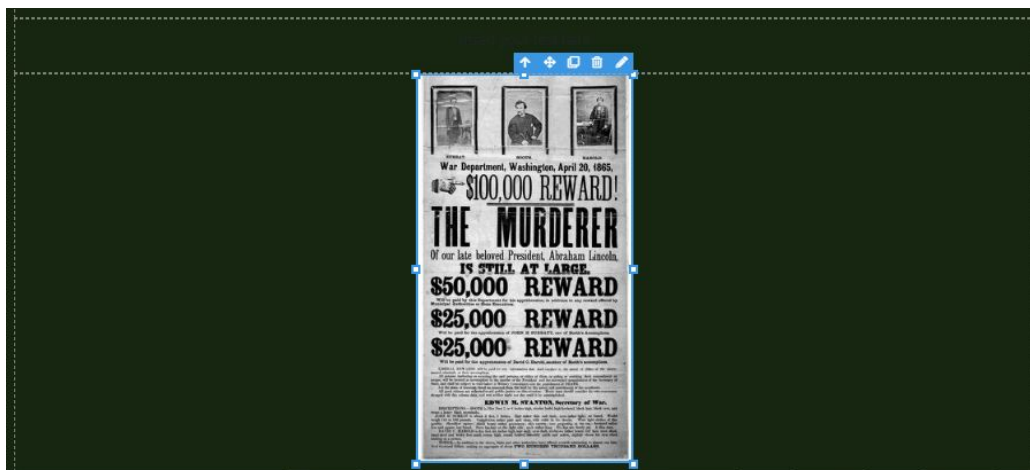
Select "Extra" from the  
Toolbox Pane menu.



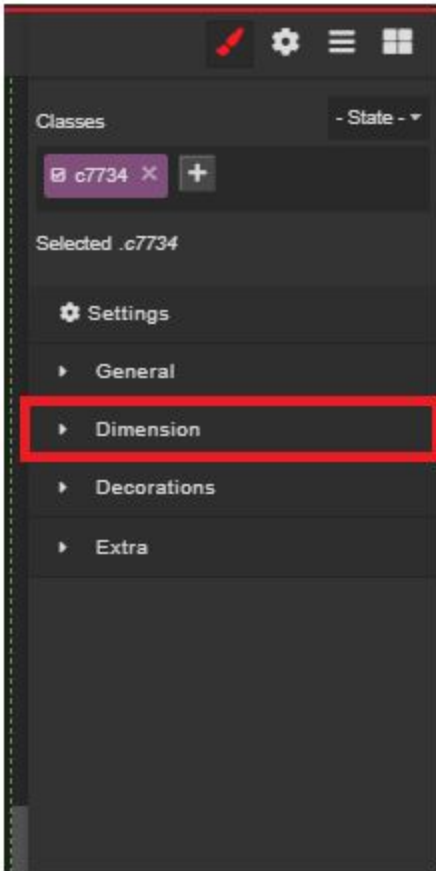
Use the Transform settings (Rotate X, Y, Z) to manipulate the direction of your image. Rotate Z is the most common setting to use when rotating your image.

### Image Placement

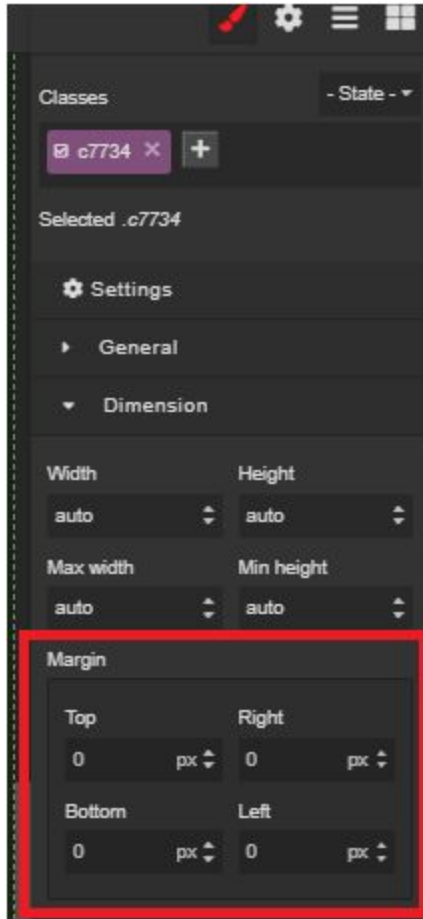
Similar to text boxes over images the image block can be moved all over the page using the Margins settings under Dimension. It really depends on how many block elements you want around the image in a container. Too many blocks in a container can become overcrowded. Be sure to use containers to space your block elements out.







Select Dimension from the Toolbox Pane Menu.



Use the Margin setting to change the location of your image on a page.

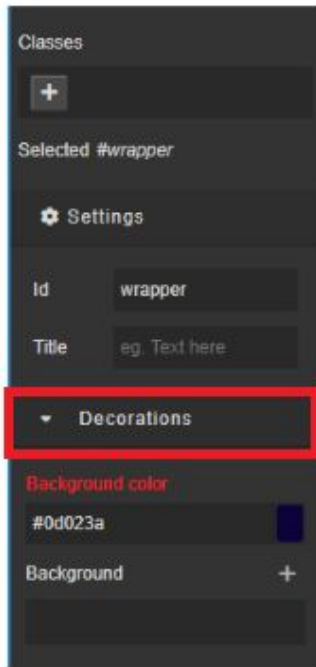
### Can I change the background color of my page?

Yes. The website will default to a black background. You can change the color by:

1. Clicking outside the containers so that the outside edge of your Builder Pane shows a blue line around it.
2. In the Toolbar Pane, click the down arrow next to “Decorations.”
3. Select a Background Color.



Click outside the containers to highlight the whole Builder Pane.



Click the drop down arrow next to Decorations and select a background color.