

 Click here to follow along with the step-by-step instructional video.

FOLLOWING COMMON HOW-TOS

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

How do I upload an image?

- Drag and drop the **Image** block into a container or any of the **Structure/Easy Layout** blocks within a container.
- The **File Library** will automatically appear but if it does not, double-click the **Image** block to upload or select an image.
 - Double-click the dotted box on the left side of the Library to select an image from your computer.
 - Let the image load into the right side of the **File Library**. Then double-click the image in your gallery to add it to your page.

OR

- Double-click the image in your gallery on the right side of the Library to insert an image into your page.
- Close out the window and click **Save** (floppy disk icon) on your control bar.

How do I change alignment of an image?

- Once your image is placed on the page, select the container or cell that contains the **Image** block. You can select the image itself and click on the up arrow in the blue toolbar that appears to select the element where the image is located.
- With the container or cell selected, click on **Font** settings in the **Toolbox Pane** to the right.
- Select the alignment of your choice under the text align setting (left, center, right, or justified).
- Click **Save** (floppy disk icon) on your control bar.

How do I rotate an image?

- With the **Image** block selected, under the **Extra** settings, you can use the **Transform** setting (**Rotate X,Y,Z**) to manipulate the direction of your image.
 - **Rotate Z** is the most common setting to use when rotating your image.
- Click **Save** (floppy disk icon) on your control bar.

FOLLOWING COMMON HOW-TOS (CONT.)

How do I change the background color of my page?

The website will default to a white background. The templates will default to a certain color as well.

- Click outside the container on the page so that the outside edge of your **Builder Pane** shows a blue line around it.
- Click the down arrow next to **Decorations** in the **Toolbox Pane**.
- Select a **Background Color** and **Save**.

How do I place text over an image?

- Place an **Image** block and any text block in the same cell on a page.
- Be sure the image block is stacked on top of the text block.
- Select the text block and open the **Dimension** setting in the **Toolbox Pane** to the right.
- Change the margin (top, right, left, or bottom) settings to move the text anywhere you wish around the page.
- Change the alignment of the text by moving it left or right under **Font** settings.

Image placement

Similar to text blocks over images, the **Image** block can be moved all over the page using the margin settings under **Dimension**. It really depends on how many block elements you want around the image in a container. Too many blocks can become overcrowded. Be sure to use **Section** blocks, **Column** blocks, **Spacers**, and **Dividers** to space your blocks out.

How do I change alignment of the Embed Multimedia block?

- After you place the **Embed Multimedia** block within a container or cell, you can select the block itself and click on the up arrow in the blue toolbar to select the element where the block is located.
- With the container or cell selected, click on **Flex** settings in the **Toolbox Pane** to the right.
- Enable flex container and change the alignment of your choice under the justify setting (start, end, space between, space around, or center).