Help Desk | Legend Web Works - Model 5.0 Helpdesk - Editing Tools



Adding Media

How to Add a Video to a Text Block

To the right of the text block, click the right icon (video icon) above

No Media Selected

Copy the embed code from your video

Your video needs to be hosted on a free hosting site, such as YouTube or Vimeo.

You can find the embed code when you click Share

Paste the embed code in the box

Give the video a caption if you want to do so

Choose a display side:

Right

Left

These changes will be saved when you click **Save Block** when adding a new block or **Publish** when editing an existing block.

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How to Add an Image to the Text Box

To the right of the text block, click the center icon above **No Media Selected**

Click Upload Image or Quick Add

Give the image a caption if you want to

Give the image an image alt

Choose the display size

Small

Medium

Large

Full

Choose a display side:

For small, medium, or large:

Left

Right

For full width

Above

Below

These changes will be saved when you click **Save Block** when adding a new block or **Publish** when editing an existing block.

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