



Editing a Text Block

To Create a Text Block

Click **Insert a Block**

Add text to the text box

If you wish to add an image or video, click the **image** or **video** icon to the right of the question box.

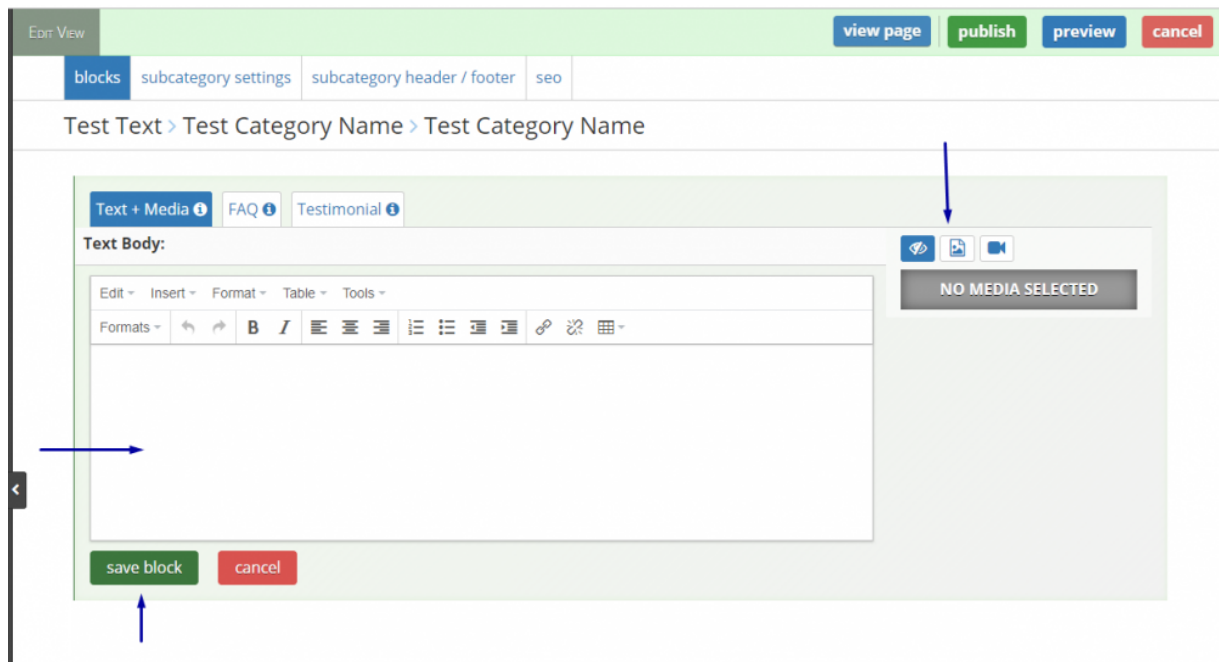
Click here

for instructions for adding media to text blocks

Click **Save Block**

The screenshot shows the Legend Web Works editing interface. At the top, there's a green bar with "Edit View" on the left and "view page", "publish", "preview", and "cancel" buttons on the right. Below this, there's a navigation bar with "page structure" and "page header / footer" tabs. The main content area is titled "Test Text > Page Settings". A blue arrow points to a "Create a Category" button. Below this, there's a table with columns "sort", "label", and "url". The table contains three rows: "Test Category Name" with url "test-text/test-category-name", "Test Category Name" with url "test-text/test-category-name/test-category-name", and "Test Subcategory Name" with url "test-text/test-category-name/test-subcategory-name". Each row has a "hide subcategories" link and three icons (edit, view, delete) to its right.

sort	label	url	hide subcategories
1	Test Category Name	test-text/test-category-name	hide subcategories
2	Test Category Name	test-text/test-category-name/test-category-name	hide subcategories
3	Test Subcategory Name	test-text/test-category-name/test-subcategory-name	hide subcategories



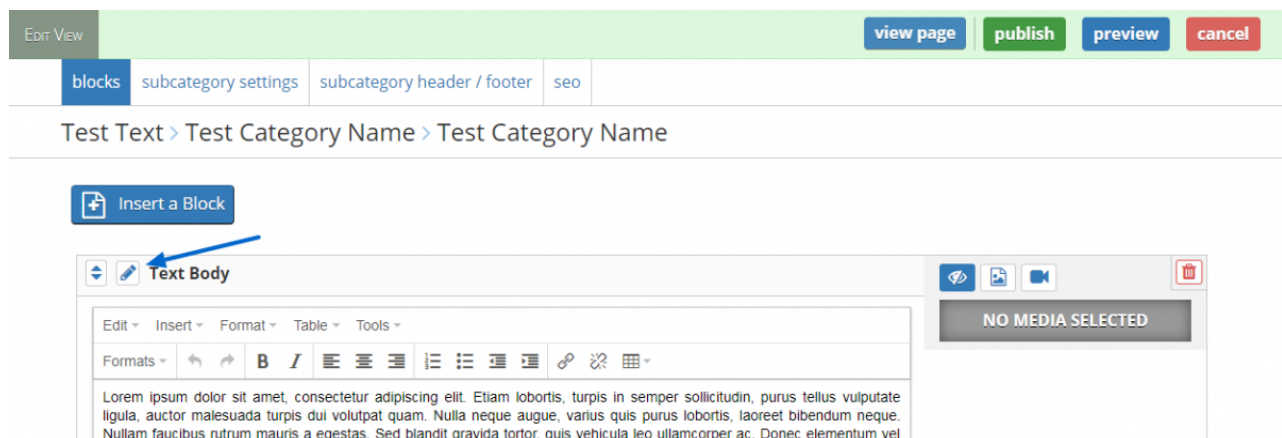
To Edit a Text Block

Click the **pencil** icon on the top left of the text box

Make your edits

Click the **pencil** icon again to save

Click **Publish** at the top of the page to publish your changes



edit text block

Text Block Toolbar

Font Styles

Click within the word or line you wish to change

Click the **formats** dropdown to select the “paragraph,” “subtitle,” and “title” fonts

Icons

Use the icons across the bottom row to:

Bold and italicize text

Align the text

Create a numbered or bulleted list

Increase or decrease indent

Create, edit, or remove a hyperlink

Insert or edit a table



block tool bar

To Move a Text Block

Click the arrow on the upper left corner of the block

Drag and drop to the desired location



Move a Block

To Delete a Text Block

Click the red trash can icon in the upper right corner of the block

Click **OK** on the pop-up

Edit View

view page

publish

preview

cancel

blocks

subcategory settings

subcategory header / footer

seo

Test Text > Test Category Name > Test Category Name

+

Insert a Block

Text Body

Vestibulum et elementum magna. Cras facilisis neque vitae mauris dapibus efficitur. Duis ultricies tortor condimentum, porttitor odio nec, congue dui. Proin ultricies et dolor ac commodo. Quisque et quam eu nulla laoreet rhoncus. Vivamus condimentum ultricies dui, id volutpat risus maximus ut. Aliquam id nunc ac mi porttitor semper. Donec fringilla finibus lorem interdum commodo. Duis sed tempus velit, et finibus sapien. Fusce tincidunt sit amet justo auctor convallis. Morbi dignissim lorem non mi volutpat pellentesque. Donec lobortis orci urna, vitae malesuada nunc auctor sed. Phasellus ornare eros eget dui varius, quis tempus purus laoreet.

NO MEDIA SELECTED



Delete a Block