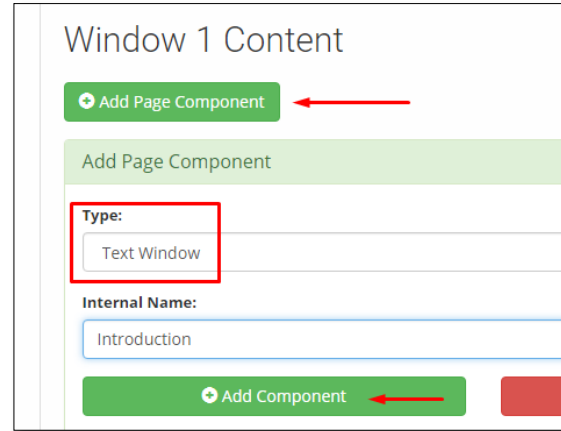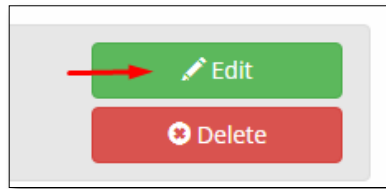# How-To Text Window Basics

Summary: Adding content to a text window
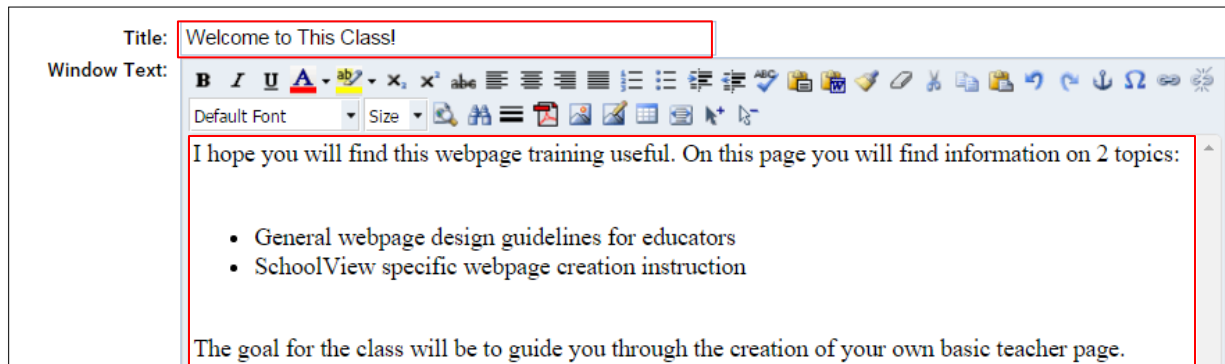
Steps

1. Choose to add a **Text Window** Page Component
   Give it a unique **Internal Name** *(will only be seen by you)*
   Click Add Component

2. Click **Edit This Component**

3. Type in a **Title** (if needed) and **Text**

4. Copy/ paste is possible. If copying from either another website or MS Word, there are 2 clipboards available to use. **Click the clipboard** and paste the text in the new pop-up window. *This will remove any embedded html code or Word markup language and will put it in the default* font *format.*
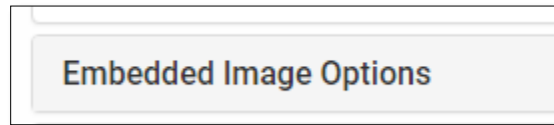   **Click Insert**
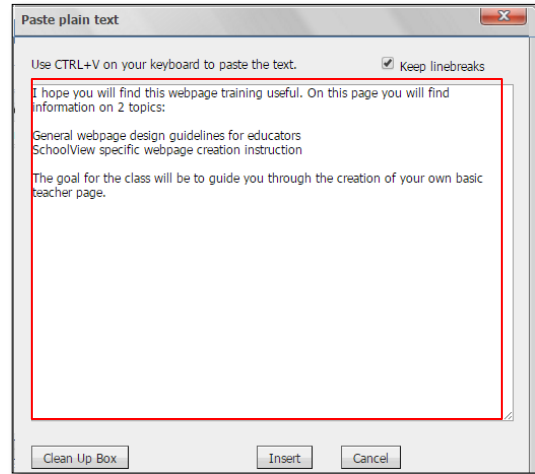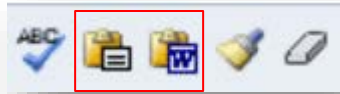
You can use many of the same tools found in other text editors: bold, italic, underline, change the font, size and color, bullet and justify. Highlight the text and make your changes
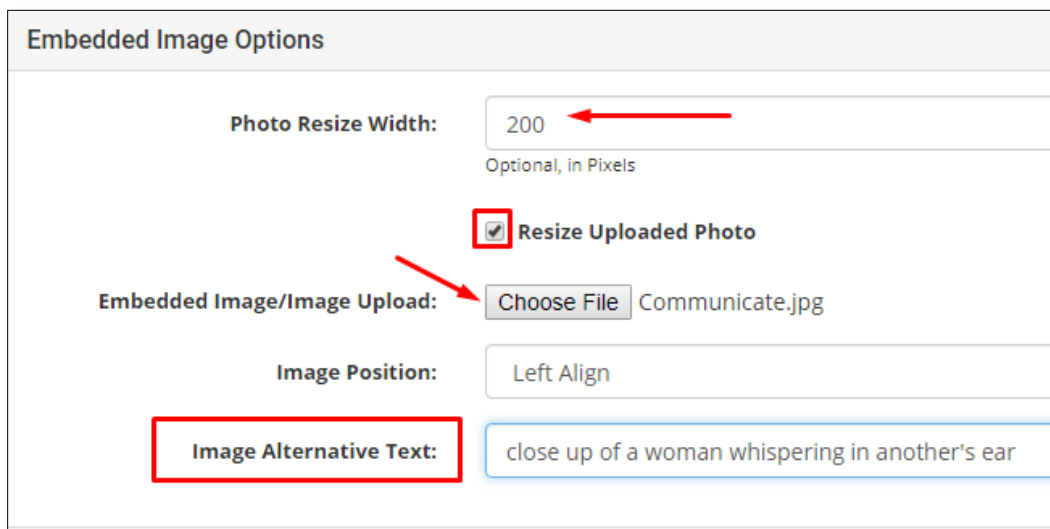
OPTIONAL:

5. Add an image:

Decide if you want to change the default **Photo Width** (*this is 'pixel' size and shouldn't exceed the 'pixel' size of the window itself*)
Click **Choose File** to browse out and find the image on your computer
Choose the image alignment
Type in the **Alternative Text** (for adaptive devices)

NOTE: If you need to go back to resize the image after saving, change the Photo Width, remove the existing image and browse out and **attach your file again**. *Even if it's the same image. The image sizing is applied on import ONLY.*
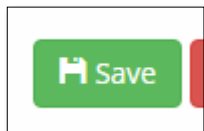
6. Set Show/Hide Dates

- If both fields are left blank, it goes up immediately and stays there indefinitely.
- If an expiration date is applied, the text comes off the Public view of the webpage, but will remain in edit view with an indication that it is expired.
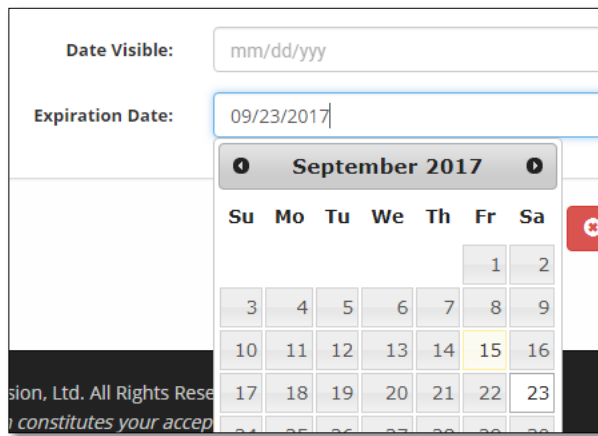
7. Be sure to save!

When you have saved, the program will confirm in red