



## BODY CONTENT

In **BODY CONTENT** on a standard page, you can choose the font family and size of your **TEXT**; customize it with **bold**, *italic*, underline or ~~strikethrough~~; choose the text color and the color behind the text; and choose text formatting styles such as, align left, align center, align right and align full (justified).

The blue arrows are the **UNDO** and **REDO** buttons.

When pasting **PLAIN TEXT**, use the “T” button and click insert. Use the “W” button, for pasting from **WORD**. This will maintain the formatting and rid the content of excess code that may show up in your actual text block.

In the content, you can make **BULLET LISTS** and **NUMBERED LISTS**. **OUTDENT** is the default in the editor, or you can choose to **INDENT** your text to the right. You can also add **QUOTES** and **LINK/UNLINK** text to other web pages. There is also a handy **SPELL CHECK** feature.

