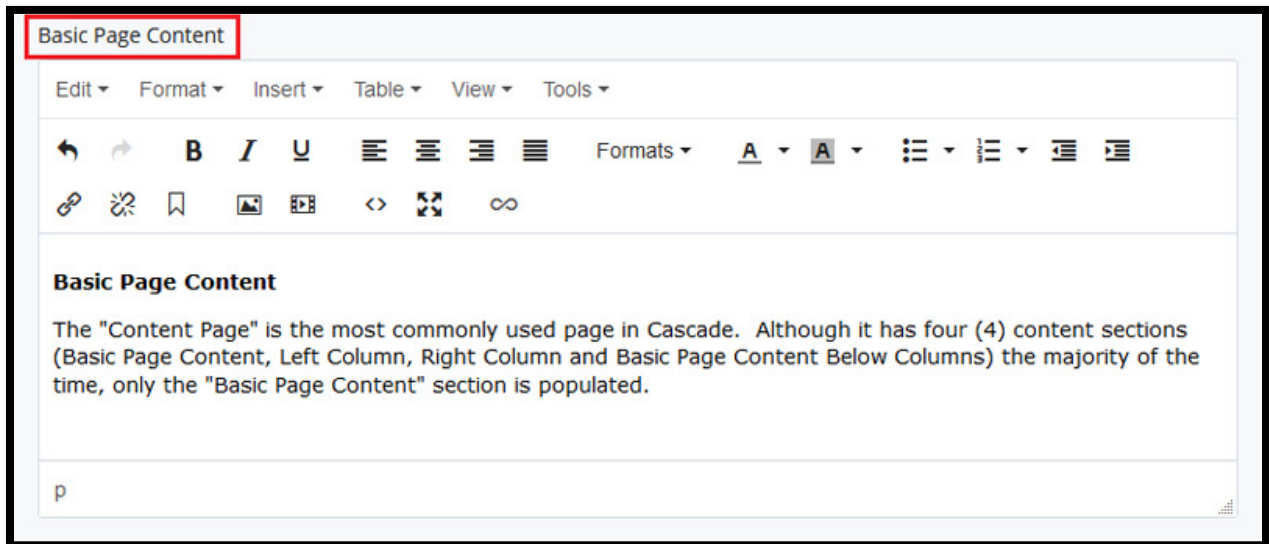
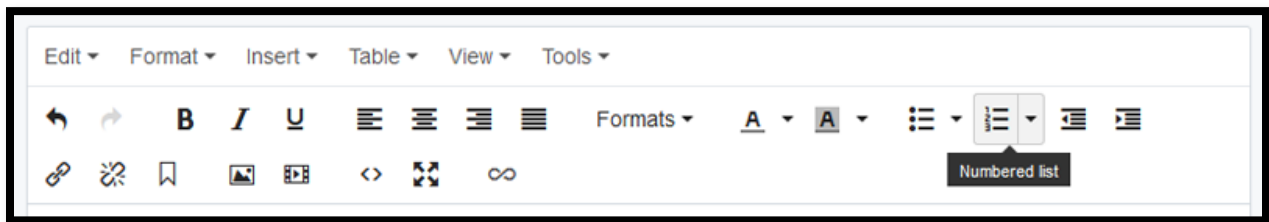


Basic Editing

The editor window, where you can add and format content, add images, links, and embed videos, will appear below:



The window shown below is what you will use to format the content for your page. Hovering over an editor icon will display the icon's function.



This manual will NOT illustrate the basic buttons such as insert special character, cut/paste, etc. These features are similar in function as most content management systems and most people are familiar with their use.

Please refer to the Western Communications [Web Style Guide](#) for information regarding formatting basic content on your page.