NHDWebCentral

How Do I….?

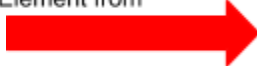Here is a list of common tasks that you will need or want to do as you build your website.
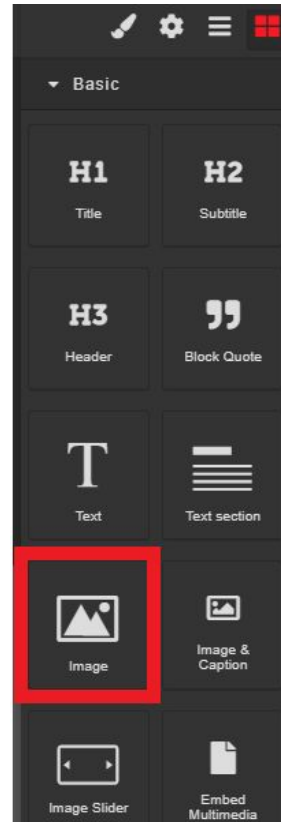
Pro Tips as You Build Your Site:
Be sure to select Text Box before you begin typing. Make sure you double-click the Text Box before highlighting or beginning to type. Failing to double-click in the box will result in unwanted movement or unwanted typing elsewhere.
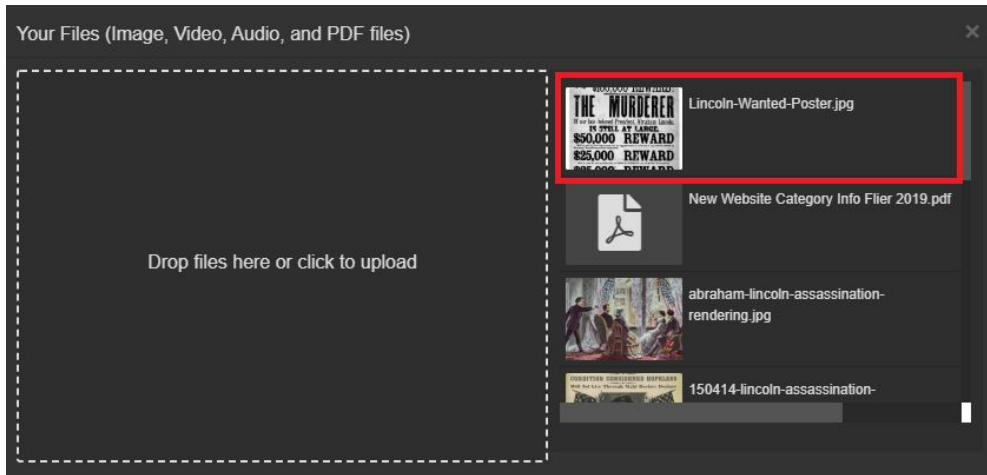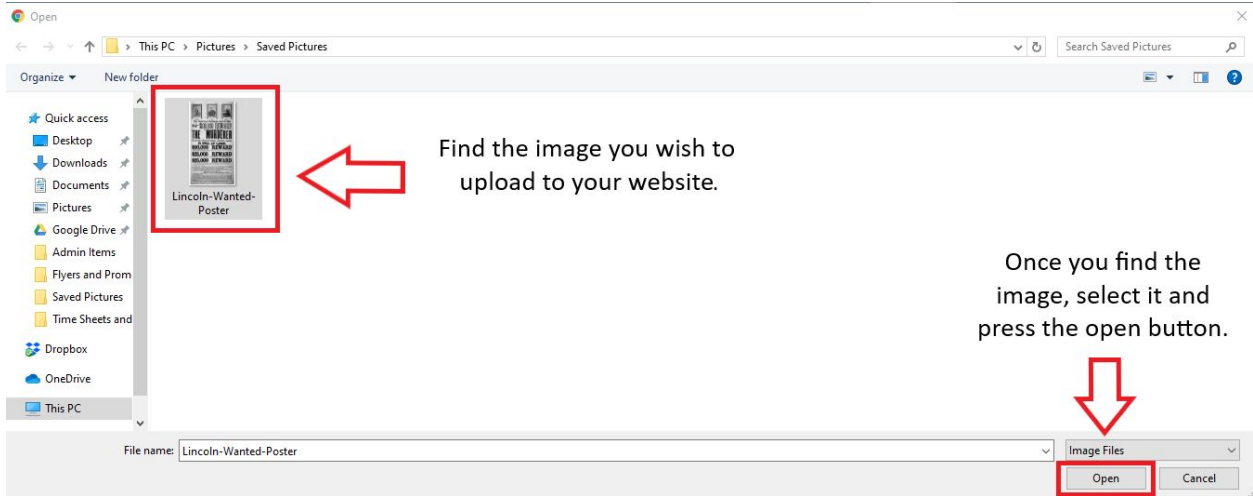
Avoid copying text from another website. Text that is copied and pasted from another website tends to carry extra data with it that you will not see until it is published. The best way to get around this issue is to copy the text from your source, open either Notepad (Windows) or TextEdit (Mac), and paste into the software. Make the text plain text. Select the text in the software and copy and paste it into the website.
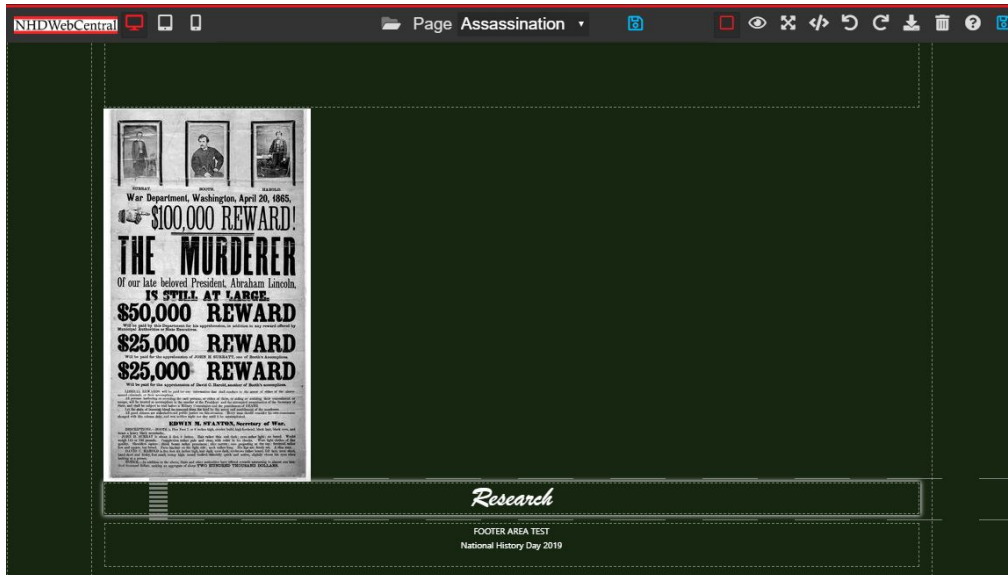
How do I upload an image?
- Place an image block in a container.
- The image gallery will automatically appear but if it doesn't, double-click the image block to upload or select an image.
- Double-click the block on the left to select an image from your computer.
- Upload the image.
- Double-click the image in your gallery on the right to insert the image into your page.
- Close out the window.

Select the Image Element from
the Toolbox Pane →

Basic

H1 Title	H2 Subtitle
H3 Header	Block Quote
T Text	Text section
Image	Image & Caption
Image Slider	Embed Multimedia

Your Files (Image, Video, Audio, and PDF files) ✕

Drop files here or click to upload

abraham-lincoln-assassination-rendering.jpg

150414-lincoln-assassination-03_f7aecd33deb9ea657341ccd9976a77a8.760w.jpg

wide-xsml-fl-4291865-deathbed.jpg

11873930-illustration-of-set-of-vintage-

Find the image you wish to upload to your website.

Once you find the image, select it and press the open button.

The image will appear in the gallery. Select it and it will be added to your website.
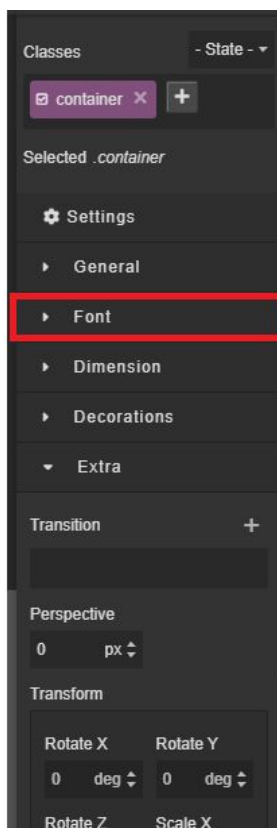

Image appears in website
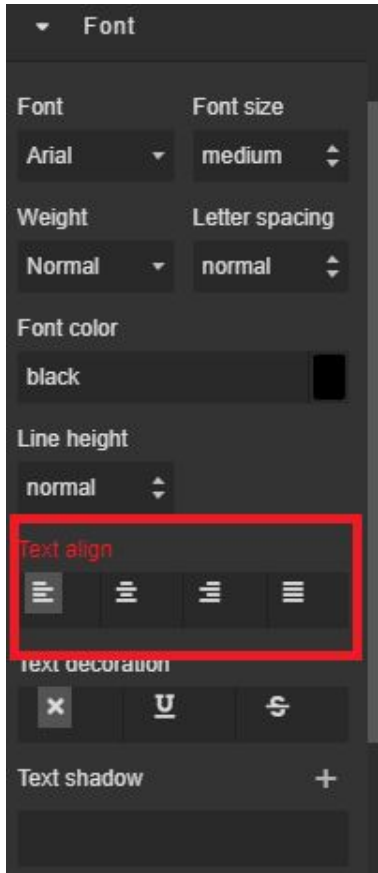
How do I center an image?
- Place an image block in a container.
- The image gallery will automatically appear or you can double click the image block on your page to make the gallery appear.
- Select or upload your image to the image block.
- Double click on the image you want for that particular image block.
- Select the container block and scroll to font settings.
- Select center alignment under the text align setting (right, left, center, and BLANK alignment is available).

Click on or select the container that holds your image.

Select "Font" from the Toolbox Pane.

Font

Font	Font size
Arial	medium

Weight	Letter spacing
Normal	normal

Font color

black

Line height

normal

Text align

Text decoration

Text shadow +

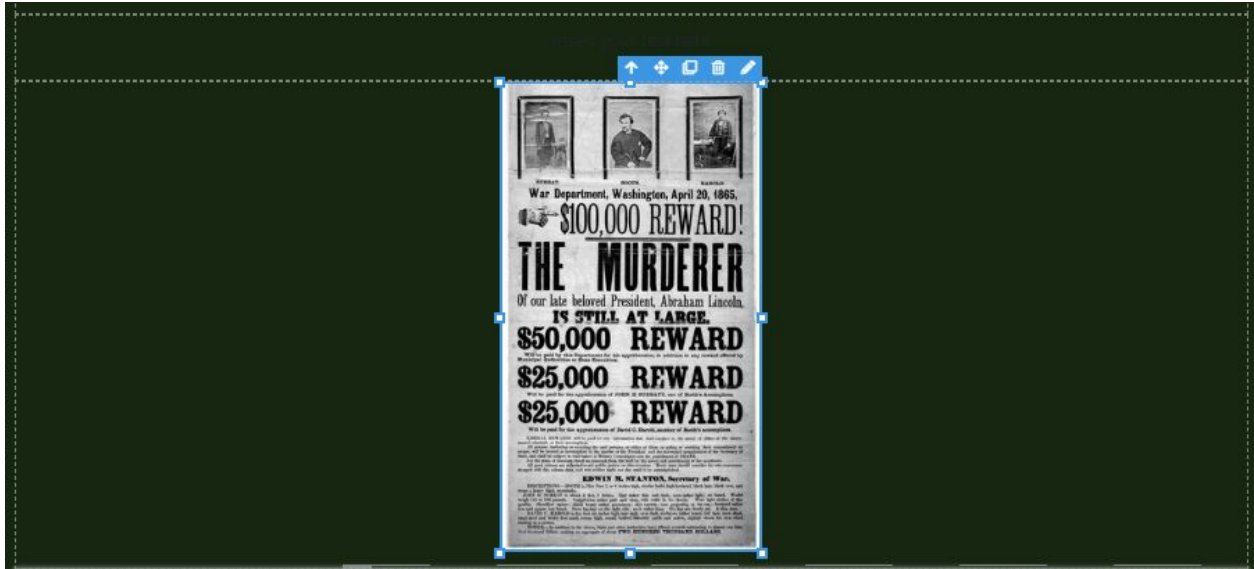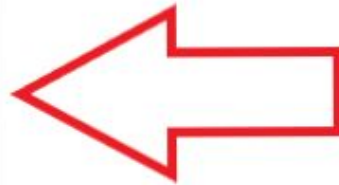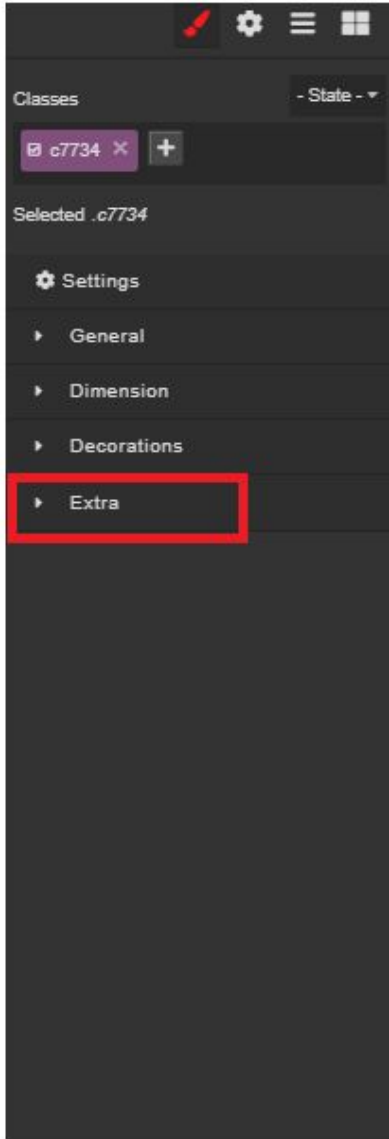Find Text Align under font and select the alignment or orientation for your image.
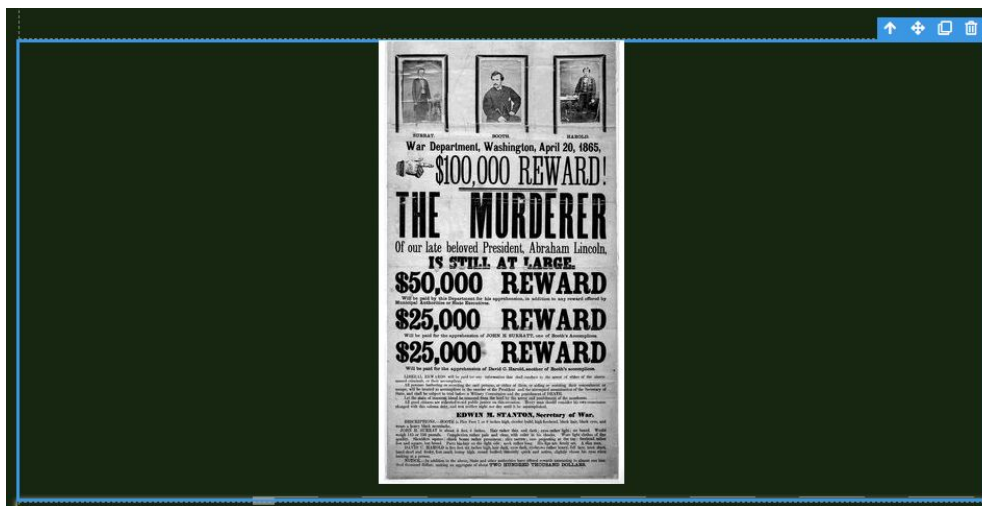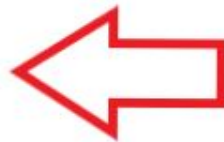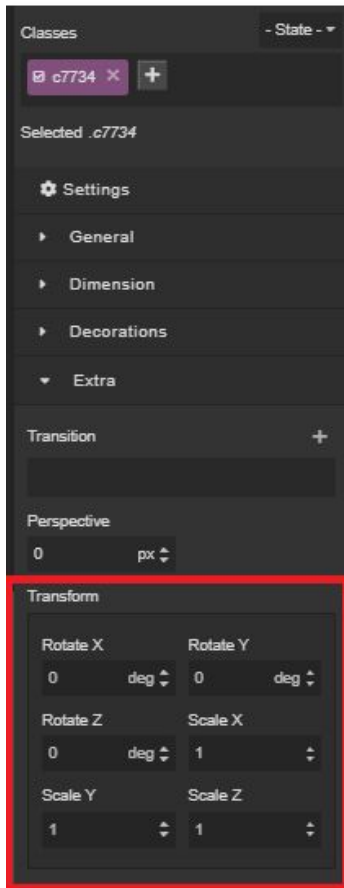

Image is now aligned!

Rotating an Image

- Place an image block in your container.
- With the image block selected, under the Extra settings, you can use the Transform settings (Rotate X,Y,Z) to manipulate the direction of your image.
- Rotate Z is the most common setting to use when rotating your image.

Classes   - State - ▾

☑ c7734 ✕   +

Selected .c7734

⚙ Settings

▸   General
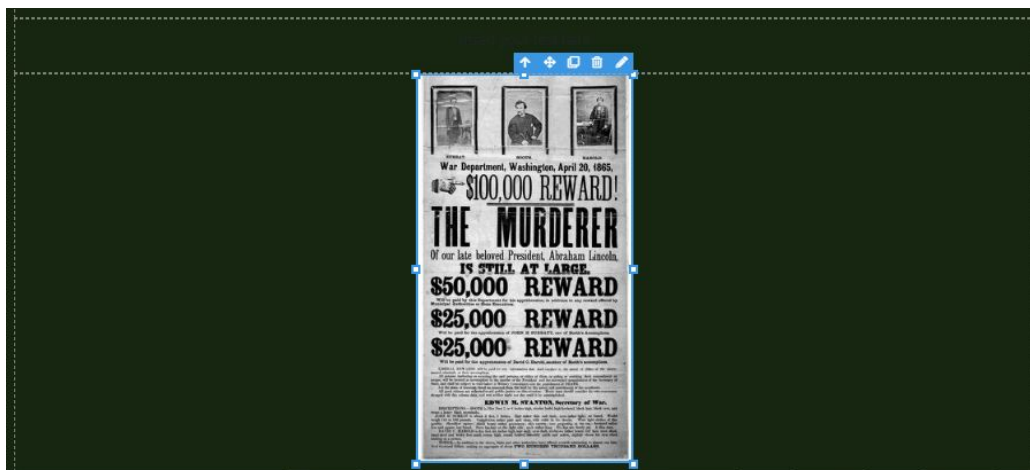
▸   Dimension

▸   Decorations

▸   Extra

Select "Extra" from the
Toolbox Pane menu.

Use the Transform settings (Rotate X, Y, Z) to manipulate the direction of your image. Rotate Z is the most common settig to use when rotating your image.

Image Placement

Similar to text boxes over images the image block can be moved all over the page using the Margins settings under Dimension. It really depends on how many block elements you want around the image in a container. Too many blocks in a container can become overcrowded. Be sure to use containers to space your block elements out.
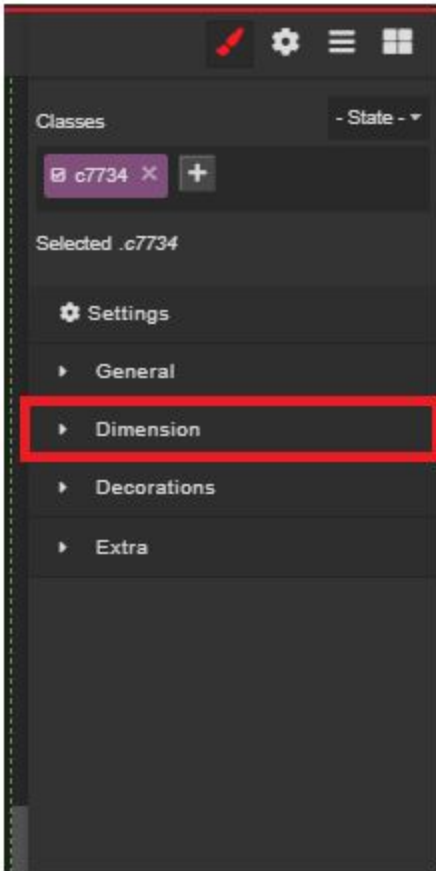
Select Dimension from the Toolbox Pane Menu.
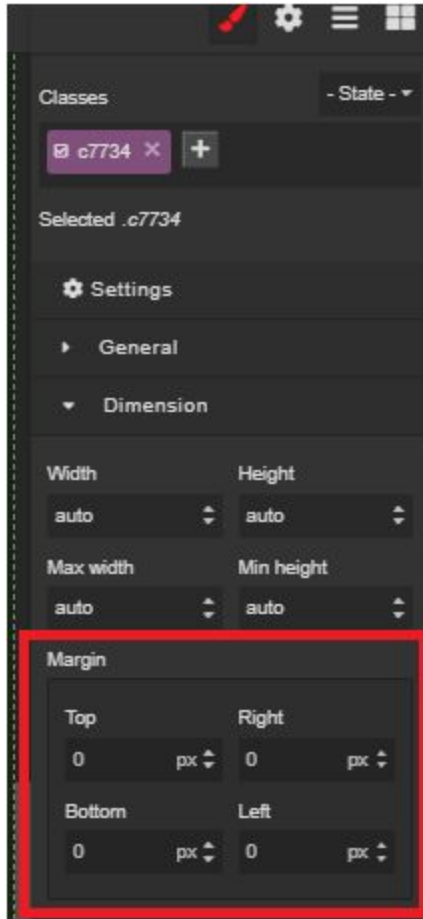
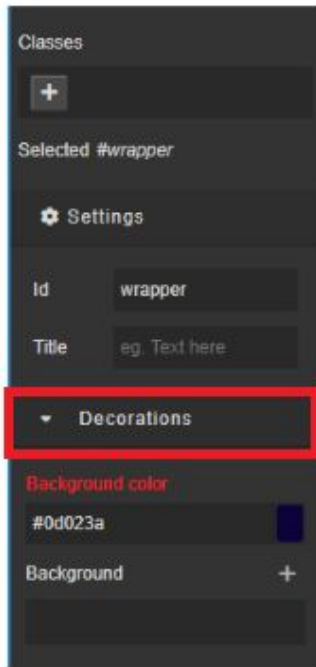Use the Margin setting to change the location of your image on a page.

Can I change the background color of my page?

Yes. The website will default to a black background. You can change the color by:

1. Clicking outside the containers so that the outside edge of your Builder Pane shows a blue line around it.
2. In the Toolbar Pane, click the down around next to "Decorations."
3. Select a Background Color.

Click outside the containers to highlight the whole Builder Pane.

Classes

+

Selected #wrapper

⚙ Settings

| Id | wrapper |
| Title | eg. Text here |

▾   Decorations

Background color

#0d023a

Background   +

Click the drop down arrow
next to Decorations and
select a background color.