

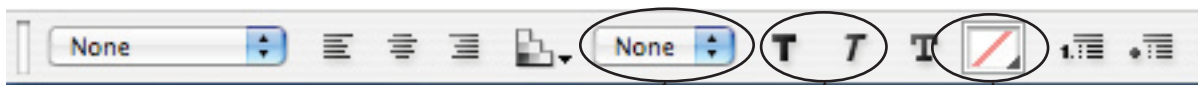
In this guide you will learn how to:

- Change the size, style, and color of text
- Create a headline
- Align text to the left, right, and center
- Create a list (bulleted or numbered)
- Create a hyperlink

### CHANGING TEXT PROPERTIES

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To change the size, style, or color of text highlight the text and then click on the appropriate button located in the menu along the top of the Go Live window.



Use this drop down menu to select a size from 1 - 7, with 1 being the smallest.

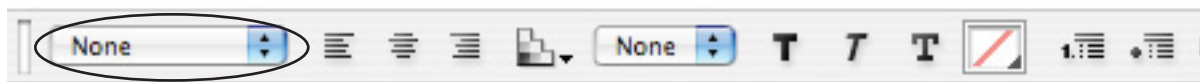
For bold (strong) or italics text

Text color

### CREATING HEADLINES

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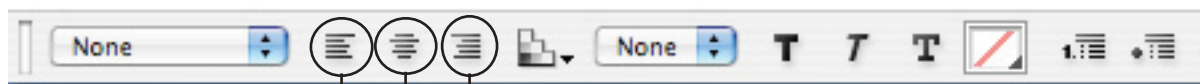
To create a headline highlight a sentence and then select a headline size from the circled drop down menu. Headline 1 is the largest.



### ALIGNING TEXT

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To align a paragraph, headline, or even a picture, select the item and then click on the appropriate button located in the menu along the top of the Go Live window.



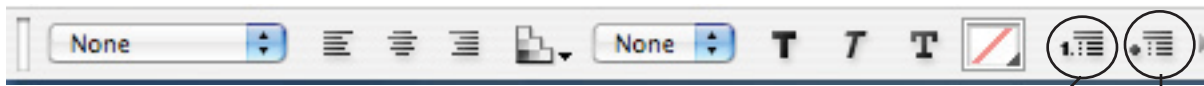
align left

align right

align center

## CREATING A LIST

To create a list click on the appropriate list button and begin typing. Each time you hit return/enter a new line will be created. When you are finished with the list click on the list button a second time. A bulleted list uses dots, while an ordered list uses numbers.



ordered list      bulleted list

## CREATING HYPERLINKS

To create a hyperlink highlight the text or select the picture you wish to make a link. Once you've selected the object you wish to hyperlink, use the inspector (image below) to specify the address of the link.

First click on the "link" button and then insert the address for the link. Be sure to include HTTP:// in the address of a link to an outside web site. To link to another page contained within your Web site click on the folder button.

A screenshot of a web inspector window. The 'Inspector' tab is active, showing a 'Link' configuration panel. The panel includes a 'Target' dropdown menu and a 'Title' text input field. The 'Link' button (a chain link icon) is circled in black, with a line pointing to the text 'Click here to initiate the link'. The 'Target' dropdown menu is also circled in black, with a line pointing to the text 'When linking to an outside Web site you may want to open the link in a new window. To do this select "\_blank" from the drop down menu for the "target"'. The 'Title' input field is circled in black, with a line pointing to the text 'Enter the URL of an outside web site here. Be sure to include http://'. The folder icon button is circled in black, with a line pointing to the text 'To link to a page contained with in your site click on the folder and browse for the page.'. The text 'To make a email link enter mailto: followed by the email address' is positioned below the 'Title' field.

Click here to initiate the link

Enter the URL of an outside web site here. Be sure to include http://

To make a email link enter mailto: followed by the email address

When linking to an outside Web site you may want to open the link in a new window. To do this select "\_blank" from the drop down menu for the "target".

To link to a page contained with in your site click on the folder and browse for the page.