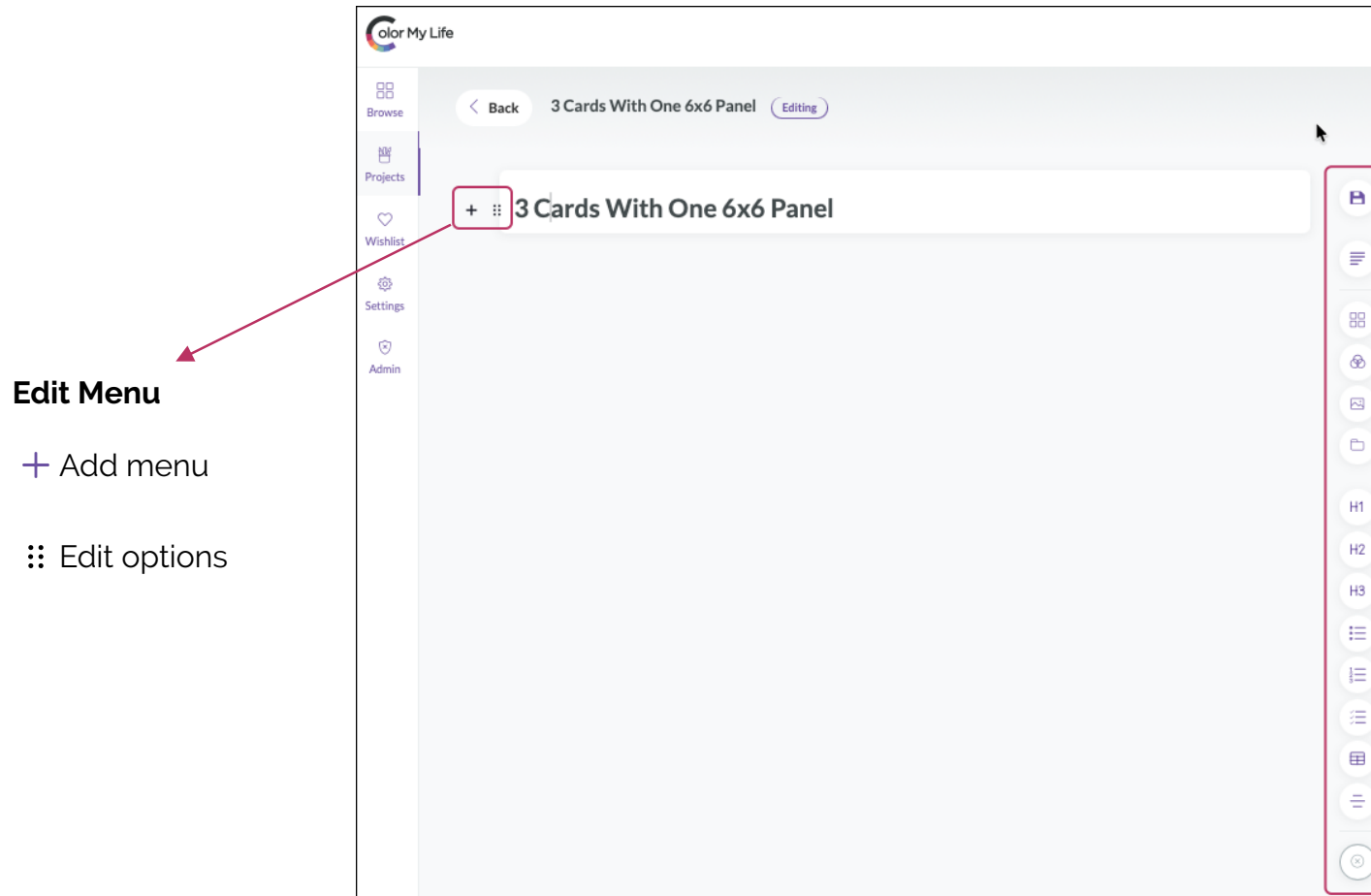


Web Projects Overview



Project Add Menu

-  Save
-  Add text
-  Add item
-  Add colors
-  Add image
-  Add set
-  H1 Add Heading 1
-  H2 Add Heading 2
-  H3 Add Heading 3
-  Add bullet list
-  Add numbered list
-  Add checklist
-  Add table
-  Add divider
-  Cancel

A project consists of “blocks” and each option is associated with that type of “block”. These “blocks” can be moved to any location within the project.

- Adding from the **Project Add Menu** will add the block to the end of the Project
- Adding from the **Edit Menu** will add the block after the current block

Web Projects Overview

Add/Edit Text Blocks

☰ Add text:

Text

Edit Menu:

H1 Add Heading 1

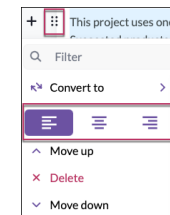
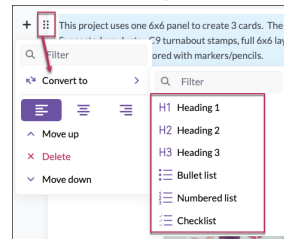
Heading 1

Text “blocks” can be converted to/from any of these styles.

Text can be aligned left, center or right

H2 Add Heading 2

Heading 2



H3 Add Heading 3

Heading 3

Highlight the text, right click on it to show formatting menu:

1. convert the style
2. change the format of the text to bold and/or italic,
3. Add a URL/web link to the text

☰ Add bullet list

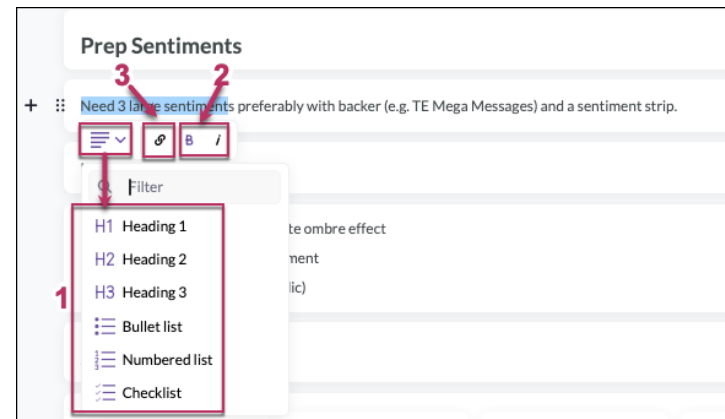
- text
- text
- text
- text

☰ Add numbered list

1. text
2. text
3. text

☑ Add checklist

- ☐ text
- ☐ text
- ☐ text



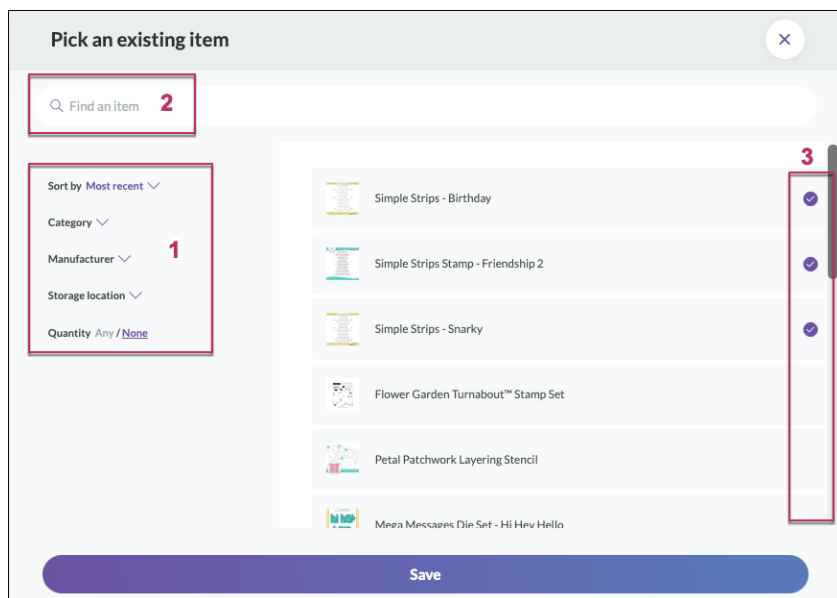
Web Projects Overview

Add/Edit Items



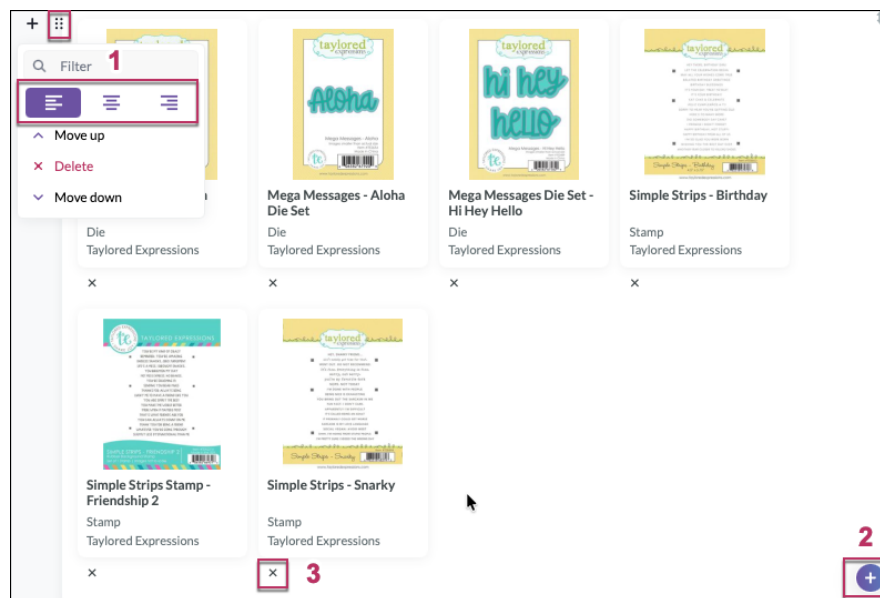
Add item

1. Filtering and Sorting options
2. Search criteria
3. Select one or more items to add



Edit Menu:

1. Align the items Left, Center, Right
2. Add more Items
3. Delete an Item



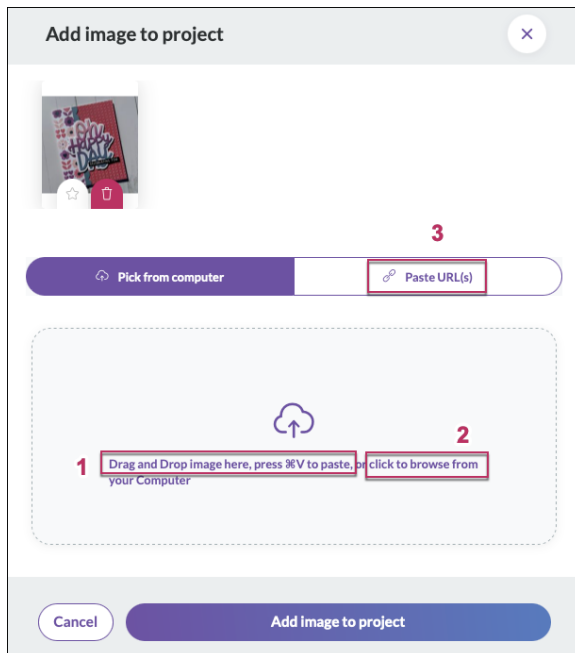
Web Projects Overview

Add/Edit images

Add image

This is the same functionality as adding an image to an Item

1. Drag and drop an image
2. Navigate to your computer to select an image
3. Paste a URL (link) to the image



Add or Delete images:



Edit Menu:

1. Change the size of the image(s)
2. Change alignment (left, center, right)



Web Projects Overview

Add/Edit Sets

 Add set

Add set to project ×

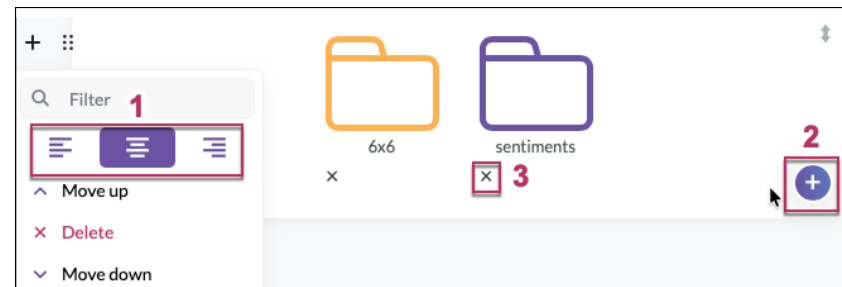
Selected value: sentiments x

☒  sentiments

Cancel Save changes

Editing Sets

1. Align the items Left, Center, Right (from Edit Menu)
2. Add more Sets
3. Delete a Set



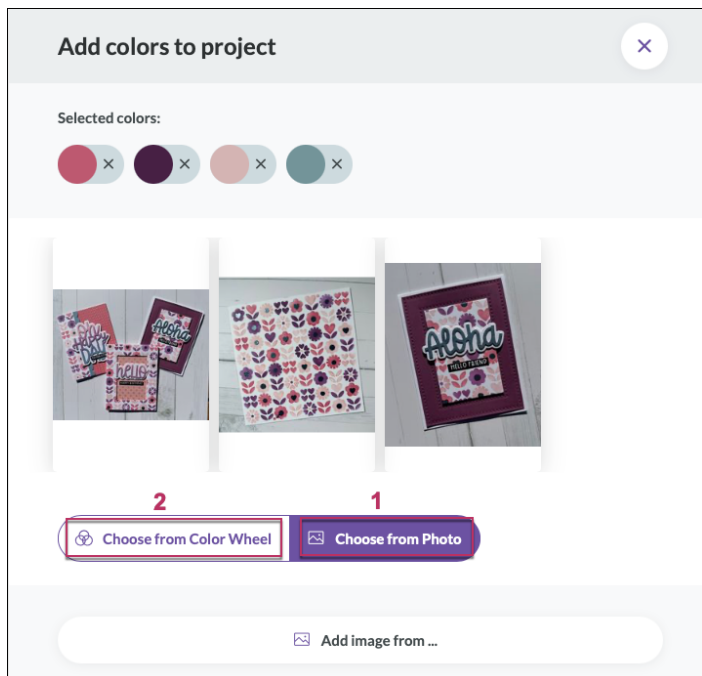
Web Projects Overview

Add/Edit Colors

Add Colors

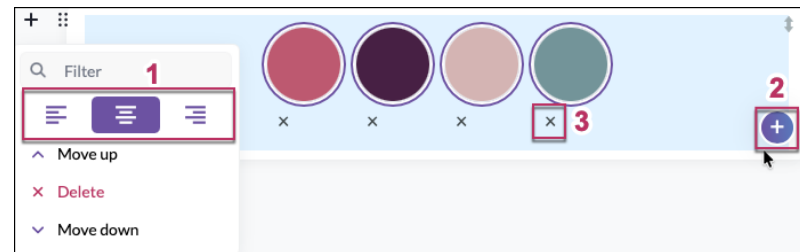
This is the same functionality as adding color tags to an Item

1. Choose from Photo
 - all images added to project will automatically be included
 - add a new image
2. Add from Color Wheel



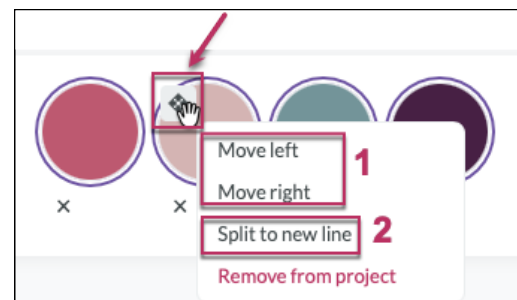
Editing Color Tags

1. Align the items Left, Center, Right
2. Add more Color Tags
3. Delete a Color Tag



Hovering over a color tag provides additional options:

1. change the order of the color tag (can also drag and drop to change the order)
2. split the color tags into a new line



Web Projects Overview

Add/Edit Table

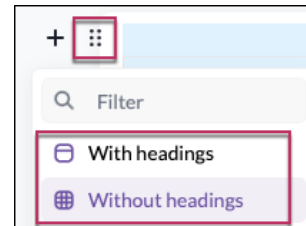
 Add table

Default is 2 rows and 2 columns



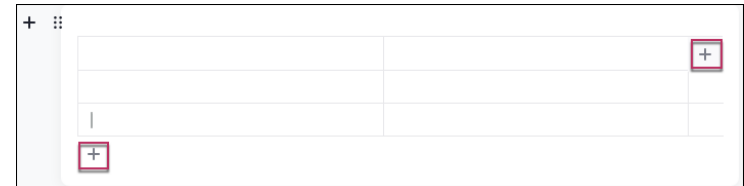
Edit Menu

Specify whether the first row is a Heading

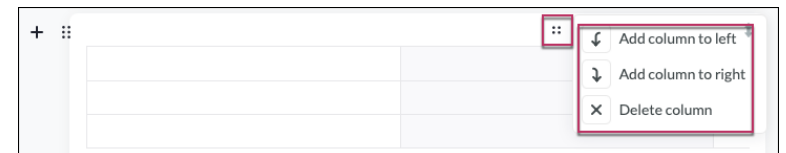
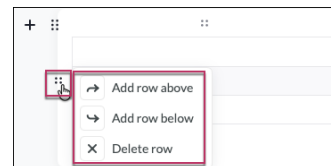


Adding Rows/Columns

- to quickly add a row to the bottom or a column to the right:



- to insert or delete a row or column anywhere in the table, hover to the edge of the row or column:



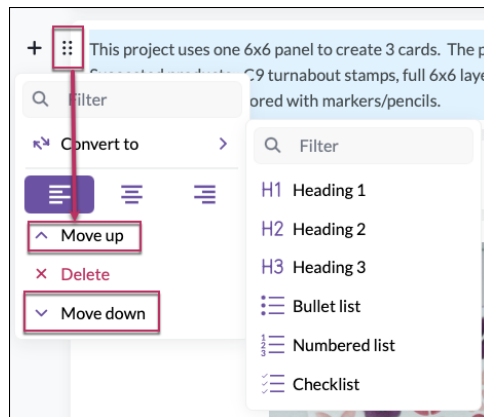
 Tip: Future enhancement will include the ability to adjust the row/column width

Web Projects Overview

Layout Options - Moving Blocks

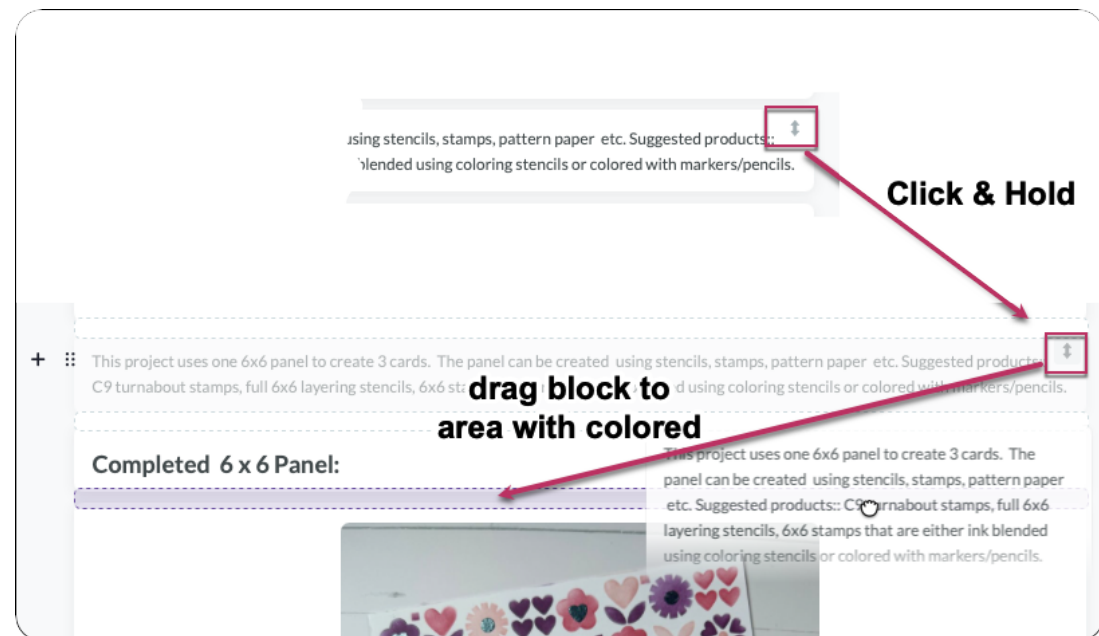
Moving the block within a project can be done in one of two ways:

1. from the Edit menu:



2. Dragging and dropping the block

- Move the mouse to the top right corner of the block you want to move
- Click and hold on the double headed arrow to drag the block to the desired location. Look for the colored band and release.



Web Projects Overview

Layout Options - Adding Dividers

≡ Add divider

Adding a divider creates a more distinct separation between logical sections in your project.

