



## WebFlexor Editing Instructions

- After logging into 'Flex Mode' all pages will appear with text and graphic boxes indicated by a red **X**. Just click on any **X** to open a box. In these boxes you may change text, add text, or add or change an image from the [drop down image gallery](#).
- After you have made the desired changes click "**SAVE**" in the Webflexor Mode box at the top of the screen. You must save all of your changes for each page. If you neglect to click this button before exiting the site or moving to another page your changes will not be saved.
- When you are ready to leave the site click "**EXIT**" in the Webflexor mode box at the top of the screen. The dialog box with the username and password fields will pop up again. Simply click **OK** at the bottom of the box.
- Once you feel comfortable adding and changing text within your site you can access advanced formatting tips in the "**EDIT GUIDE**" located in the Webflexor Mode box. These formatting tools will add some style to your site's text!

[b] **bold** [/b]

[i] *italicized* [/i]

[c]centered[/c]

[p] new paragraph

[indent] indent paragraph [/indent]

[list]

- bulleted list

[/list]

[link="http://yahoo.com"] [Yahoo!](http://yahoo.com) [/link]



### To Add Images to Pictures into Image Gallery:

- While logged into 'Flex Mode' (click [flex](#) at bottom of page), go to the Webflexor Mode box at the top of the screen and click "Browse". This takes you to the menu of your own local hard drive.
- Locate the image you would like to add to your page from appropriate file in your computer and select it. Click "Open". Then click "SAVE" in the Webflexor Mode box. The image will now be available to you from the drop-down menus of your site's image fields.

**NOTE:** Images should be low resolution and **smaller** than 400 pixels wide – typically a width of 150 to 250 pixels works well. Image file names **cannot** contain any spaces, special characters, or be in all caps. If the image's resolution is too high, the size is too large, or the file name does not follow the above criteria, the image will **not** be added to the gallery.

### To Change Images:

- Start at the edit box (X) of the image you want to change. Choose an image from the drop-down list. Then, click "SAVE" in the Webflexor Mode box at the top of the page.

For other questions regarding images and text formatting visit our FAQ site:

<http://webflexor.com/faq.php>

For more picture options Visit our image gallery:

[www.webflexor.com/members/gallery](http://www.webflexor.com/members/gallery)

We recommend [www.istock.com](http://www.istock.com) and [www.comstock.com](http://www.comstock.com) as inexpensive sources for images - choose the low resolution option for your website.

If there are any issues with your site please email: [support@webflexor.com](mailto:support@webflexor.com) or call 1.888.282.7818