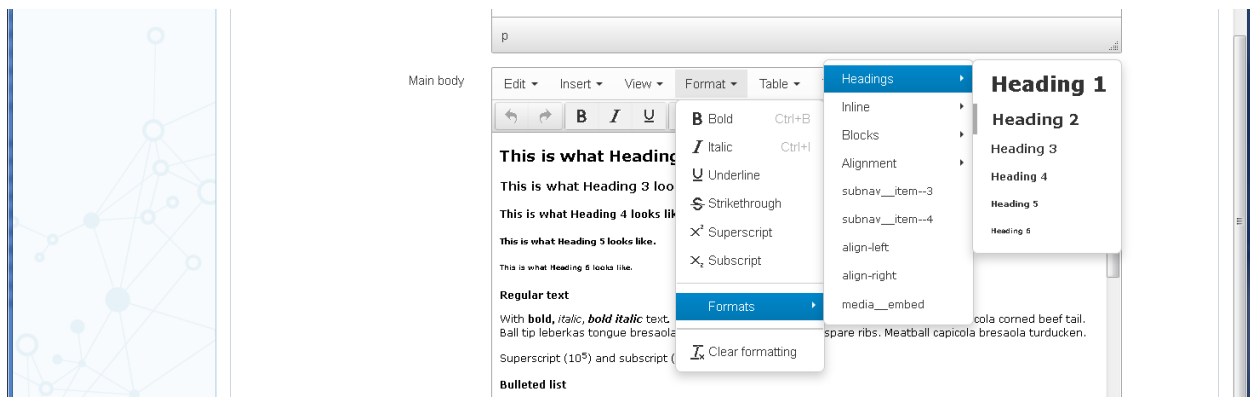


Formatting Text on the Page

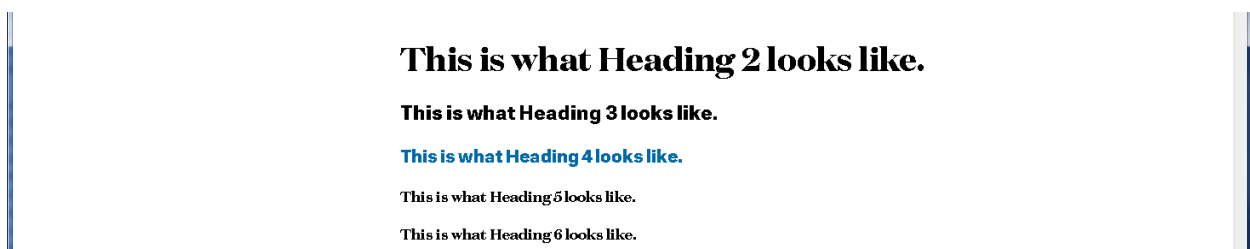
If your content type has Subhead text and/or Introduction text, it will format like this...



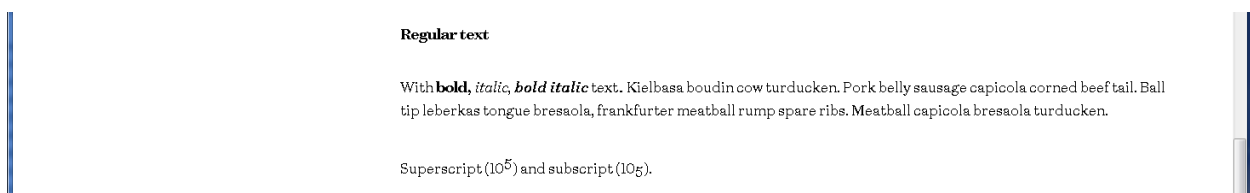
To format text as a heading, choose the Format menu, then Formats, then Headings, which will show you the heading options....



Those headings format as follows...



Regular text with the option to **bold**, *italicize* or ***bold italicize***. Do not use the Underline option. There is also the option to create superscript or subscript text...



People tend to scan the webpage. For this reason, bulleted and numbered lists make the content easy to scan. There is also the ability to indent text. With the Indent setting, the left margin of the paragraph is indented to the same point as the bullets in a bulleted list.

Bulleted list

- Bacon ipsum dolor amet cow corned beef flank meatball.
- Biltong kielbasa picanha bresaola ground round pork.
- Short loin picanha jerky jowl pork belly tongue burgdoggen.

Numbered list

1. Bacon ipsum dolor amet cow corned beef flank meatball.
2. Biltong kielbasa picanha bresaola ground round pork.
3. Short loin picanha jerky jowl pork belly tongue burgdoggen.

Indented text

Cow sirloin turducken filet mignon fatback, pork chop flank t-bone ball tip. Kielbasa boudin cow turducken. Pork belly sausage capicola corned beef tail. Ball tip leberkas tongue bresaola, frankfurter meatball rump spare ribs. Meatball capicola bresaola turducken. Pork chop sausage bresaola shank strip steak jerky corned beef tail shoulder leberkas flank jowl filet mignon tongue turducken.