

Quick guide to the Control Panel

Delete table Toggle on/off lines Highlight cell Insert row above Insert row at bottom of table Delete current row Insert column to the left Insert column on right of table Delete current column Merge cell with the one below Merge cell with the one to the right Un-merge cells Set column proportions

Once a table is created, place the cursor inside a cell in the table and more tools appear

Text and Formatting: Bold, Italics, Align text or image with left margin, Centre text or image on page, Align text or image with right margin, Body text font, Heading 1 font – use once only at the top of the page, Sub heading Font H2, Font styles H3 H4 H5 H6, Block quote style, Numbered bullet points, Bullet points, Add a hyperlink (internal or to external website), Add a single horizontal line, Add the calendar to this page, Add a side bar (a text box with a background colour) set against the right hand margin, Add a Back button, Add a "print this page" button, Add a map, Add a video, Place the image selected using *Browse*, Select an image from your files. Please note that some browsers call this button *Choose*.

Table and Layout: Create a bookmark on a webpage, Force a break in the text around an image, Add a table, Add a Twitter feed, Add a Refresh button, Add a Countdown to your page.

Page Management: Save the page, Create a hidden page (will need a hyperlink to reach this page), Delete the page, Publish the page. Once the page has been published the icon will change to  Click on this icon to unpublish the page, it will only be visible to the editors and administrators.

Navigation and Editing: Create a main menu item, Create a sub menu item, Rename the menu page you are editing, Move menu item left or right on top row or up or down on sub pages, Locks page to test a hyperlink, View and change the HTML, Undo and redo last action.

Control Panel: Squarezone SpeedWeb Control Panel 4 Log out This page is yet to be published

