

## How to use the editor

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Select the submit article link from the menu.  
The editor will start up. It works like MS Word or Word-perfect.

Now you can enter the content into the first editor window. You will see buttons to do things like bold, etc... You need to type everything out then go back and highlight the text you want to bold or center etc... (it just works better for some reason). To create a link to somewhere on the site highlight the text for the link and then select the icon that looks like a chain link. A window will pop-up and you will see a few options for links. You can make links to other parts of the website by selecting them in the drop-down window. OR you can go down to the bottom of the page to enter a URL like [www.google.com](http://www.google.com) if needed. After or before you enter the content you will need to set the parameters. (publish, images, meta info, etc...) The only one that needs to be changed is the Meta Info. This is how the search engine finds the FAQ. The description is just a short summary of what the content is about. The Keyword is the main words someone may enter when searching for information (separated with commas).

You can then select to publish the article or just save it for later.

You can also add images to the article by selecting the images button and then finding the image you want to use or add to the site.

If you make a mistake don't worry. It can always be fixed.