**Building your Page**

**Content Blocks** include any content you can add to your page: images, text, video, etc. Check out the “Build Tab” cheat sheet to see all of your options.

To add a block to your page, **click and drag** the element you want from the ribbon on the left side of the page to the area of the page you are working with.

**Multiple blocks** can be used on a page and placed in any order you choose.

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**Editing the Blocks**

If you need to change the location of a block on a page, simply click and drag the block from the blue-dotted box located at the top of the box.

Use the arrow to move a block to a new page.

**Delete** a block by clicking the “X”.

To work with the content within your block, such as an image or text, click in the area you wish to work.

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**Images and Text**

When inserting images you have 4 options:
- Upload images from your computer
- Search for images through Weebly
- Select from your Weebly Favorites
- Obtain a picture using an image URL

When working with text, a small text editing toolbar will appear. It allows simple editing options. To change font types, you will need to visit the Design tab. Refer to the Design tab cheat sheet for more help.

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**Publishing and Help**

Remember to publish your page when you are done working with it. This will make it live on the web. The publish button is located in the upper right of the page.

If you are looking for further help with Weebly, click on the help option located next to the Settings tab toward the top-middle of the page.