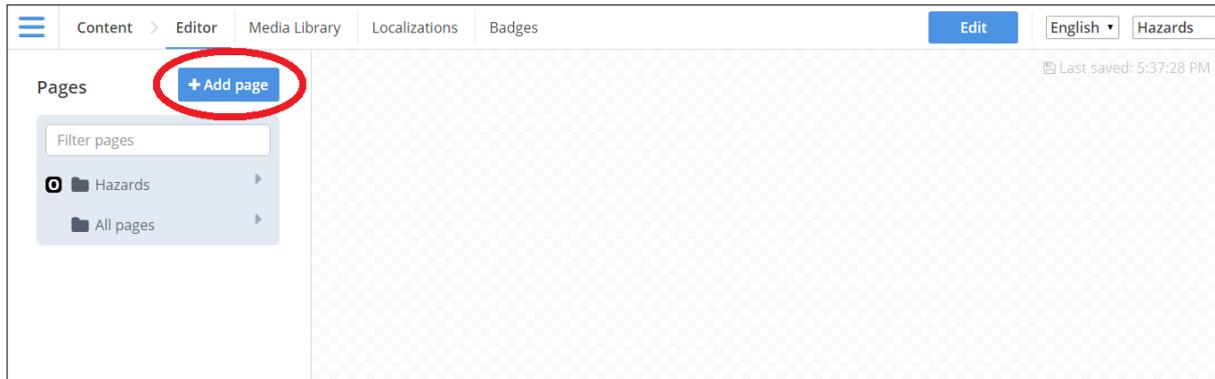


Content Editor – Basics

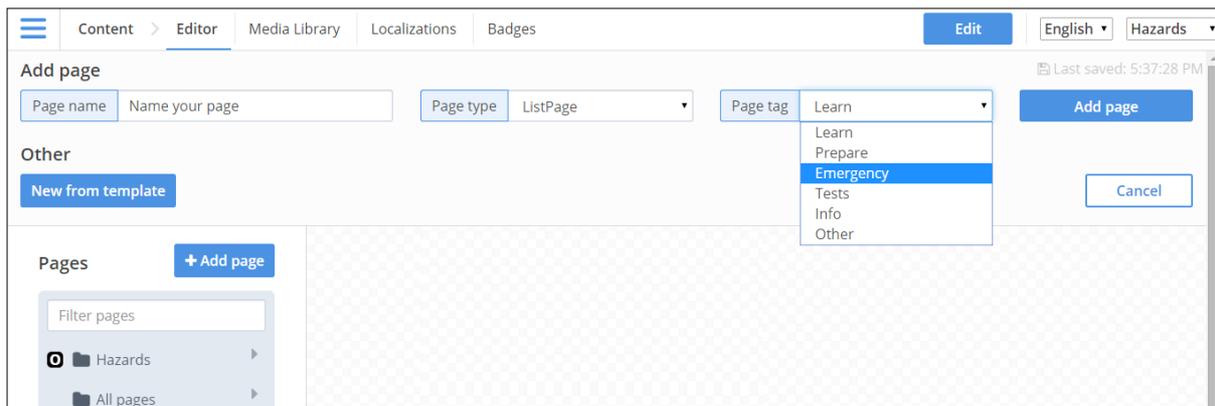
The Content Editor has been designed to be simple. This document will outline basic features.

1. Adding a new page

To do so, click on the **+ Add Page** button at the top left of the screen.

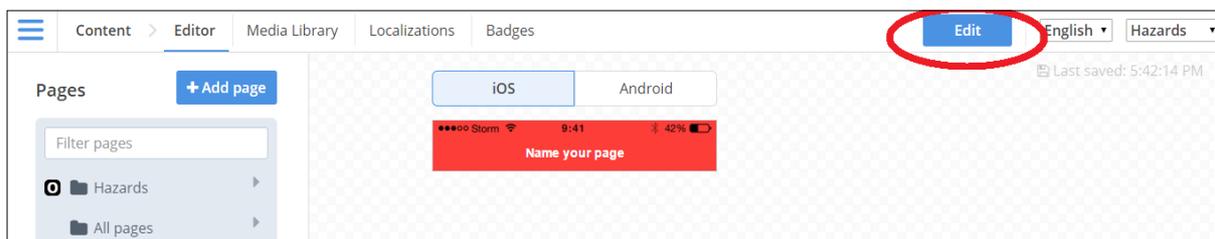


Name your page, and be sure to tag it under the correct category. When done, click on the **Add Page** button. You will then be taken directly to your new page.



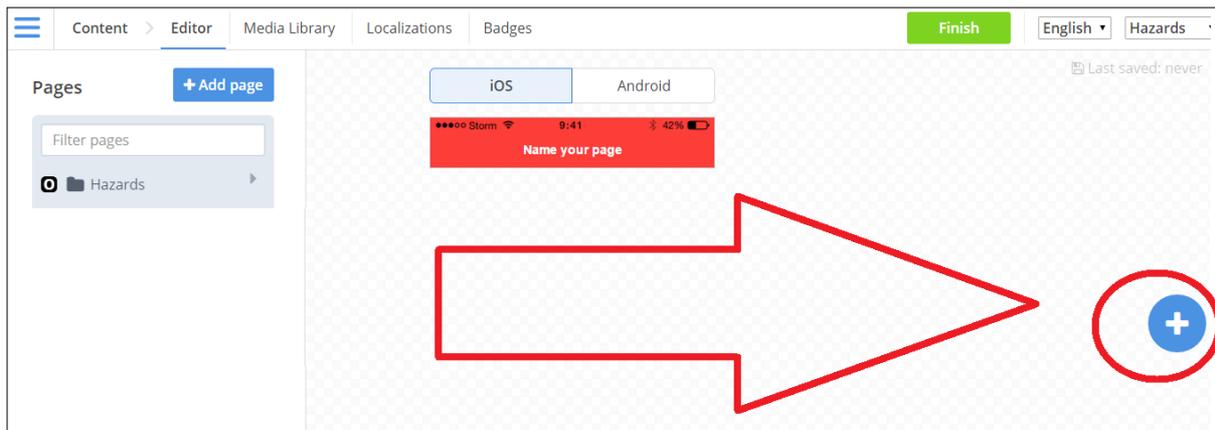
2. Editing a page

To edit a page (either new or existing), click on the **Edit** button on the top right.

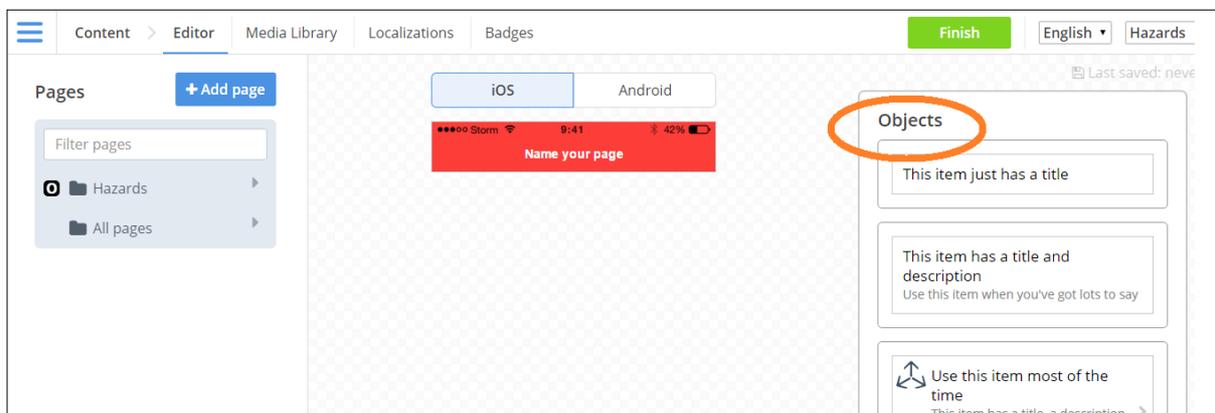


3. Adding a new object

After you have hit the **Edit** button on the top right, click the large **+** on the bottom right.



You have a choice of number of *object types*. The type of object will determine what the object does. Hovering over them will tell you their name.

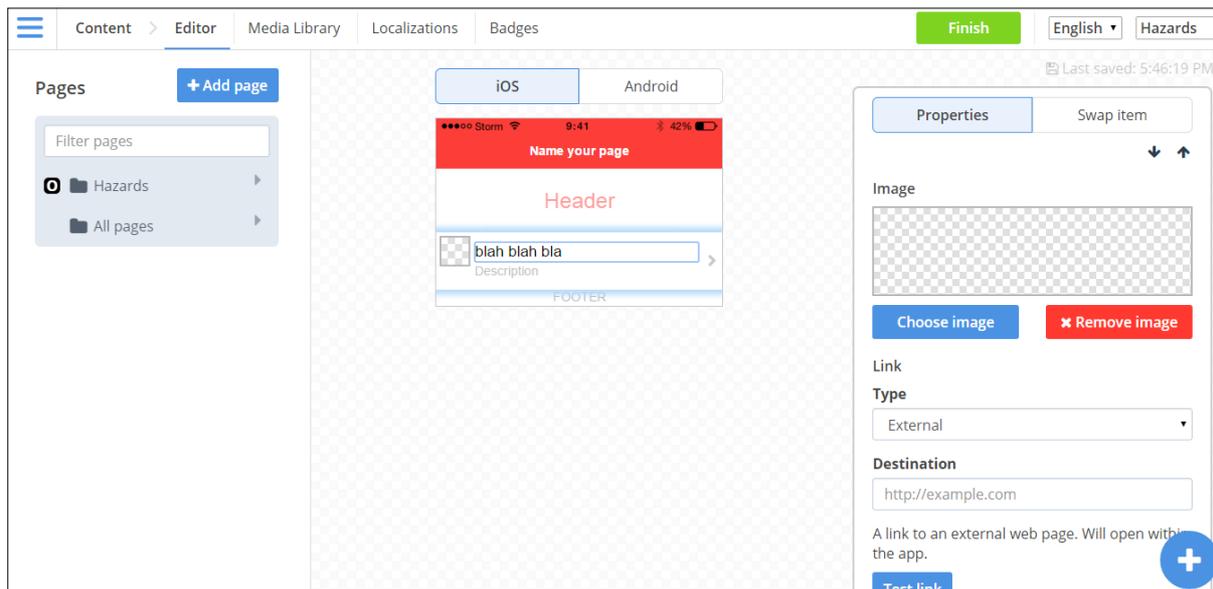


Here is a brief description of commonly used objects:

- **Listitemview:** A plain object with some text.
- **Descriptionlistitemview:** A plain object with a title and description.
- **Standardlistitemview:** An object that can link somewhere else and can have an image/icon and text.
- **Toggleablelistitemview:** Used when you want to suppress information. User can click a small arrow to show all.
- **Annotatedlistitemview:** Used for numbered lists (i.e. 1 to 10).
- **Bulletlistitemview:** Used for bullets.
- **Checkablelistitemview:** Users can check items.**Buttonlistitemview:** Allows you to include text and an interactive button.
- **Imagelistitemview:** For when you wish to add an image
- **Textlistitemview:** Used for lead in text at the top of Hazard pages.

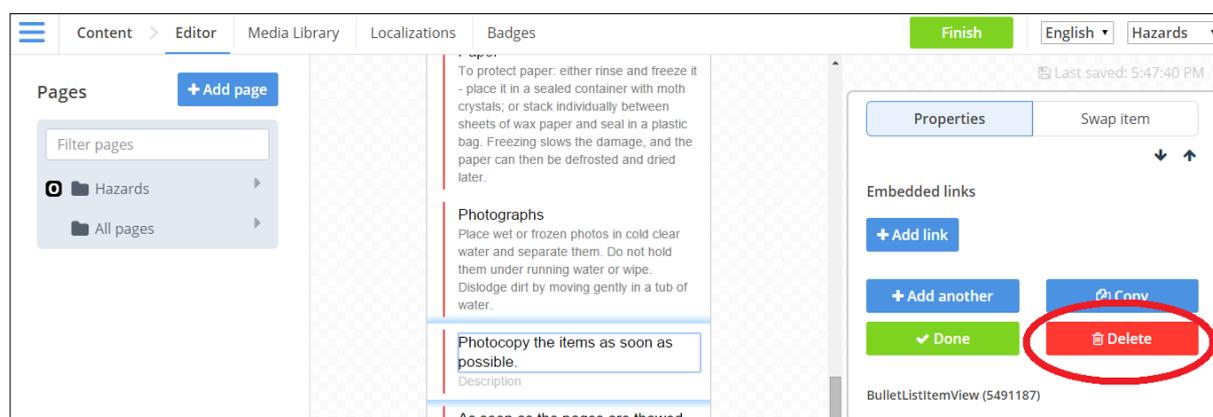
When you have selected your object, you can either click or 'drag and drop' it directly to where you want to have it in the page. (If it is a new page with no objects, only clicking will work. If the page already has a number of objects you can drag and drop.)

Text in the object is entered and edited within the object. Simply click on the text to edit it directly. Your options for the object's functions are on the right.



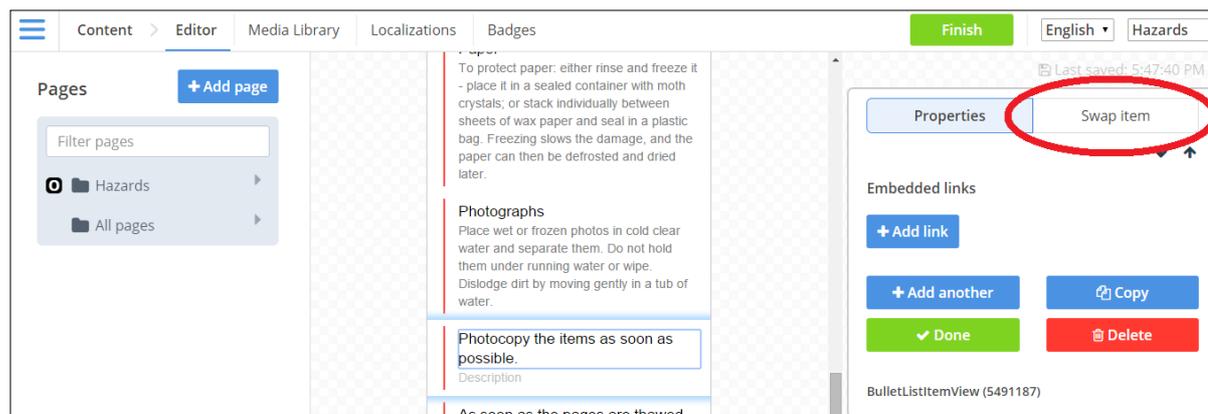
4. Deleting an object

If you see an object that you do not want, you may delete it from the app. To do this, hit the **Edit** button on the top right and then click on the object you want to delete. Then just press the large red **Delete** button on the bottom right.



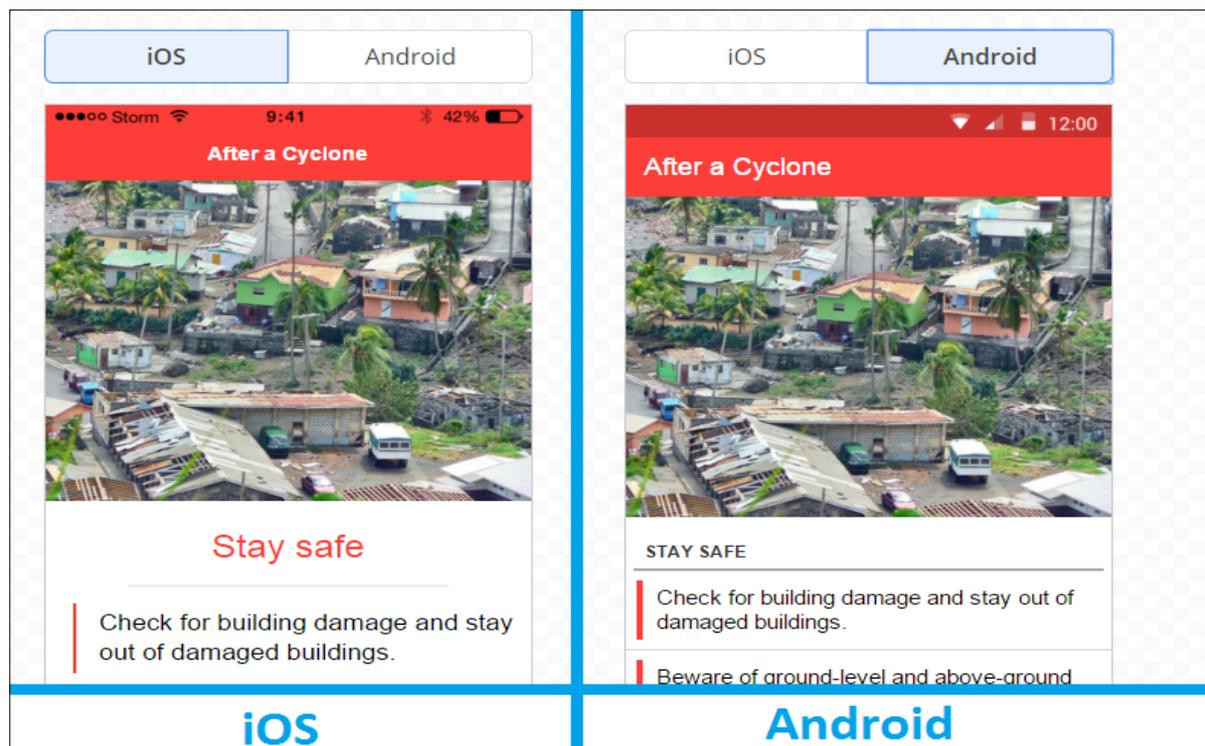
5. Switching an object

If you wish to change an object type (for example from a standardlistitemview to a descriptionlistitemview), hit the **Edit** button on the top right and then click on the object you want to delete. Then press the **Swap Item** button (see below). After this you simply click on the object type you want.



6. Switching between iOS and Android view

The Content Editor allows you to view how any page will look on a phone, before you publish. You can select either iOS or Android view.



When you are done editing, click **Done** and **Finish**.