








Common Buttons

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Within the Edit Area there are some basic buttons you will need to become familiar with:

| Graphic Element & Name | What it Does |
|---|---|
|  Create New Element | This allows you to create a new item within a page. In most cases you will only ever add one item to a page. Items include things like Regular Text Elements, Text Elements with Pictures or a Simple Table |
|  Edit Element | Once you have created a new element, you use this icon to edit the element (add text, change fonts etc.) |
|  Copy Element | At times you might like to copy an element and then paste it somewhere else, you can do that by clicking on this icon. |
|  Cut Element | Use sparingly! If you create an element incorrectly or realise you do not need an element you can delete it using this. |
|  Save Document | Allows you to save the section of the page you are currently viewing |
|  Save Document & View | Allows you to instantly view what you are working on in the page (will require pop-ups to be disabled on your browser) |
|  Save Document and Close | Allows you to save your current work in the element and close the element. |