How to
Edit Text with the Visual Builder

Prerequisites: Read or watch *How to log in* and *Overview of the visual builder*.

In this lesson, you will learn how to edit the text on your website by using the visual builder.

1.   Log into your website (as shown in the lesson *How to log in*).

2.   Once you are logged in, look for the black bar that runs across the top of the page. On this bar, click the name of your website on the far left (which is most likely the name of your business). You will be directed to your website's homepage.

3.   Navigate to the page with the text you would like to edit.

4.   Look again at the black bar that runs across the top of the page, and click *Enable Visual Builder*. If you do not see this option, the visual builder is most likely not installed on your website. If this is the case, you can view the lesson *How to edit text* instead.

5.   Your screen will flash white and a loading animation will occur while the visual builder is loading. Then, your page content will reappear. Now, choose what you want to do:

   If you are editing simple text, you should be able to click into the text and type to edit it. If you are editing an area that allows for bold, italics, hyperlinks, and so on, a formatting bar may also appear where you clicked. You can view the Additional Notes section near the end of this tutorial to learn more about the formatting bar.

   If you are editing a more complex area, such as the text on a clickable button, you can hover your cursor over the content you want to edit. A small gray popup will appear with multiple options. On this gray popup, click the *Gear* icon. A settings window will appear on the page. Scroll up or down inside this settings window until you find the text you want to edit, then make your changes. After you are finished, click the green checkmark button to confirm your edits, and continue to Step 6.

6.   Once you are finished editing the page, you need to save your changes. This will make your edits live to anyone who views your website. To save your changes, click the purple ellipsis mark floating in the bottom middle of your screen. Then, click the green *Save* button on the bottom right of the page. A saving animation will play for several seconds. Once it stops, you are finished!

Additional Notes

How to use formatting

In certain areas of your website, such as paragraphs of content, the visual builder may display a bar of *formatting options* when you edit text. This bar appears where you clicked into the text area, and it displays multiple options. They are, from left to right:

Bold text
Bold text signifies importance, and should usually be used sparingly.

Italic text
Italic text adds emphasis to certain words or phrases.

Underline text
Underlining text signifies importance. Because underlining text is usually used for hyperlinks on the Internet, this option should usually be ignored, and bolding or italicizing text should be used instead.

Align text to the left, center, or right, and justify text
Aligning text will move it to a certain side of its column. Justifying text will increase or decrease the spacing between each character so it fits the column in a rigid manner. In most cases, text should be aligned to the left.

Add a hyperlink
Hyperlinks, or just "links", allow people to click on text to transport their browser to another page or website altogether.

"Quote" - Person
All quotes are styled differently, but by default, a border will appear on the left side of your paragraph, denoting the statement was made by somebody else.

Change the font
This changes the style of the characters displayed in your paragraph. For instance, you could change the font to

something similar to **handwriting** `or a monospaced typewriter.` Using multiple fonts can slow down your website exponentially, and is generally not recommended. If you are interested in changing the fonts on your website, you should talk to your web designer who can provide appropriate guidance in selecting one.

Change the color
This changes the color of your text. In most scenarios, this is not recommended, as websites with multi-colored paragraphs can appear as outdated or even untrustworthy to the general public.

• Use lists and indentation
With this option, you can indent your lines or add bulleted or numbered lists to your page.