



PERCUSSION TIPS AND TRICKS

EXPANDING EDITLIVE WINDOW FOR EDITING

When working in the EditLive window, content may be difficult to edit. Expanding the window to maximize visibility is a good idea. Click the “**Window View**” icon, and EditLive will open in a new window. After the changes have been made, click the “**Window View**” icon again to revert back to the normal view.



HELP WITH EDITLIVE

The “**Help**” icon is very useful user guide explaining the definitions, descriptions, and functions of these different tools.



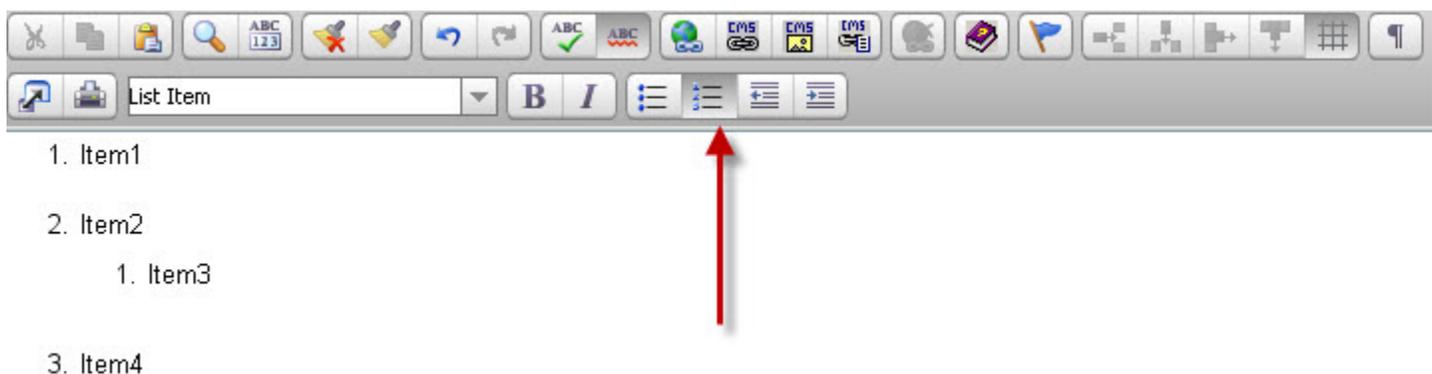
FORMATTING LISTS

There are two types of lists: ordered and unordered.

1. **Ordered lists** require a specific order and are useful when explaining instructions.
2. **Unordered lists** do not require a specific order and are effective when dealing with a lot of information that can be seperated.

To insert an ordered list, click the “**Ordered list**” icon. To insert a list within a list, click the tab key on the current bullet.

Note: Item 3 is the line where the tab key was pressed.



To insert an unordered list, click the “**Unordered list**” icon. To insert a list within a list, click the tab key on the current bullet. **Note:** Item 3 is the line where the tab key was pressed.



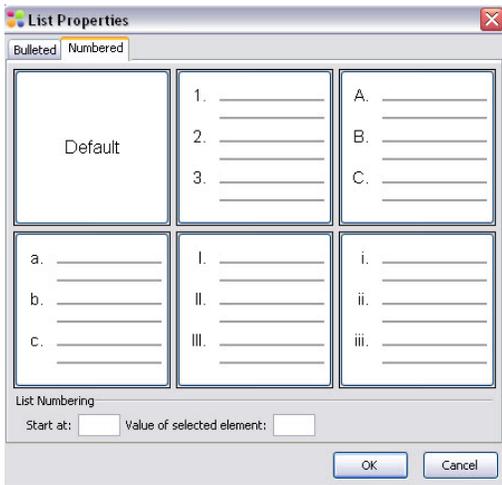
OFFICE of HUMAN RESOURCES



- Item1
- Item2
- Item3
- Item4

LIST PROPERTIES

To view the properties and different styles of list, click on “**Format**” and then “**List Properties**”.



CREATING PAGES WITH SIMILAR LEFT NAVIGATION

Items for left navigation have to be inserted manually. The easiest way to create pages with similar left navigation is to make one page that contains all the possible left navigation items. Once that is done, copy the page in the content explorer and the left navigation items will copy over to the copied page.