

WIDGETS: REARRANGING WIDGETS:

1. If you wish to change where widgets (i.e. text editor, image, header, etc) are located, first locate the widget you would like to move on the preview screen.

2. Click on the blue pencil square that appears in the top righthand corner and then drag the widget to the area of your choosing. A highlighted area should appear, and you can drop the widget inside.



Note: widgets can only be moved around entire widget elements, meaning you can't place widgets inside of other widgets, they can only go around each other.

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3. Once you are satisfied with the new location, click the green "Update" button.



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