

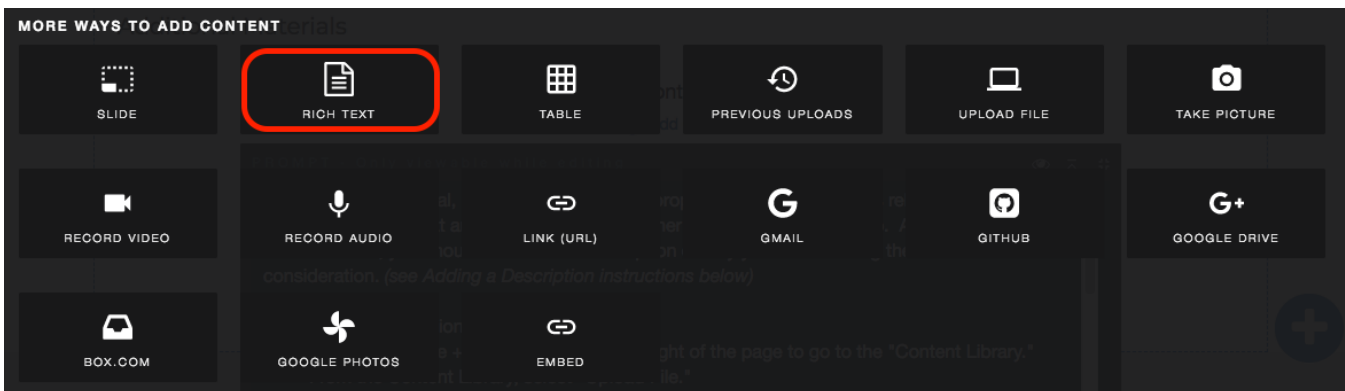


Adding, Editing and Deleting a Rich Text Box

Step 1: Click on the plus sign in the lower right-hand corner of the screen:



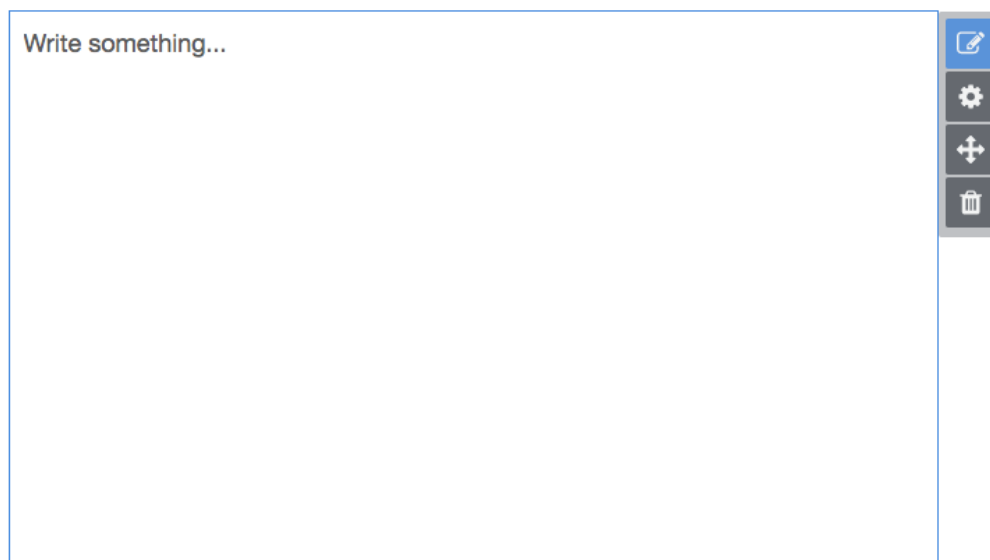
Step 2: Click on **RICH TEXT**:



You will see a Text Box and the prompt to Write something.

On the right-hand side, you will see options:

Additional Materials





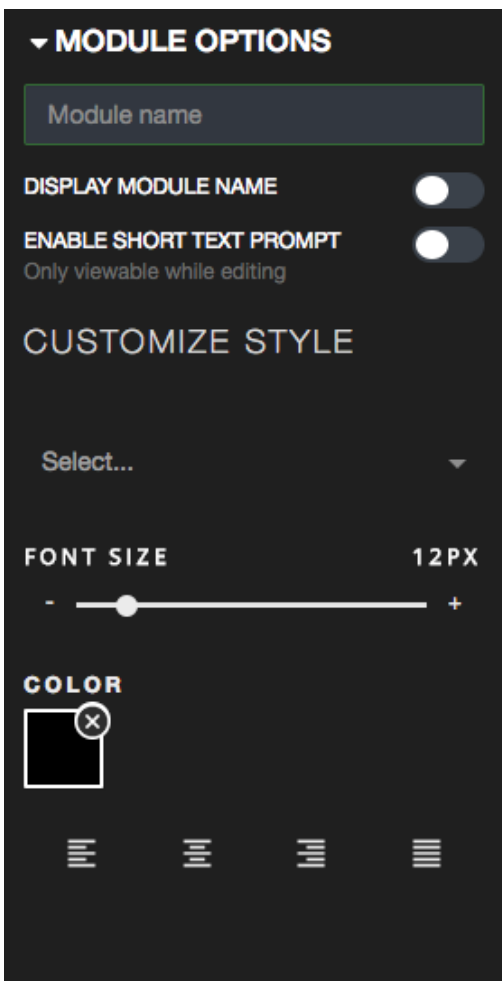
Click here to Edit

Click here to change Settings, such as font, size, colors

Click here to move the Text Box up or down

Click here to Delete the Text Box. You will be prompted to type the word Delete to confirm.

Below is an Example of the Settings window, where you can change Font and Font Size and Color:



Along the top, you will see a Ribbon:

