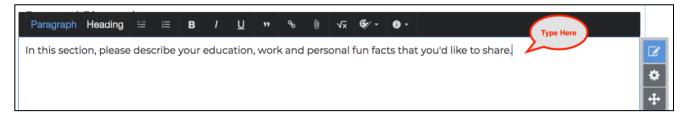


## Editing a Rich Text Box

**Step 1:** Point to the Text Box and you will see Icons appear on the right-hand side. Click on the Edit Icon:



Step 2: Start Typing:



**Step 3**: When finished, you will see that your changes have been saved automatically. Click on Publish Changes.

