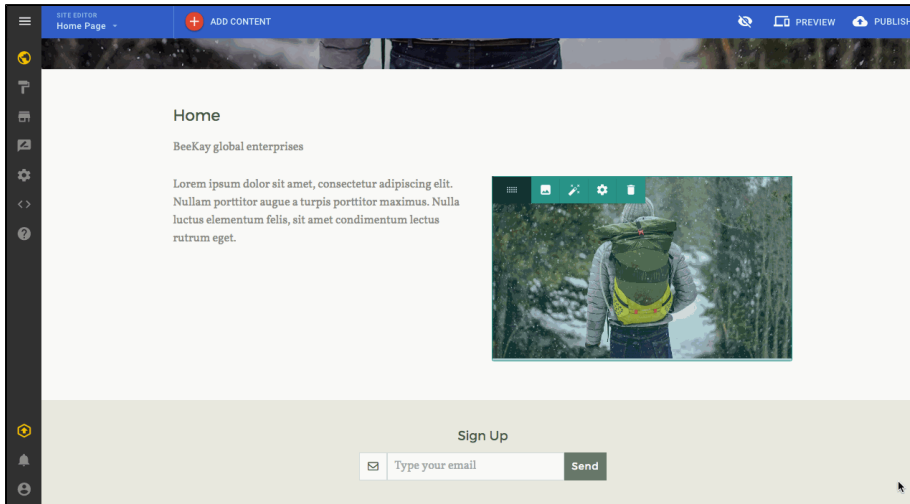


# Text And Headings

Appropriate use of text and headings will make your content easier to read

To add a text block or heading to a page:

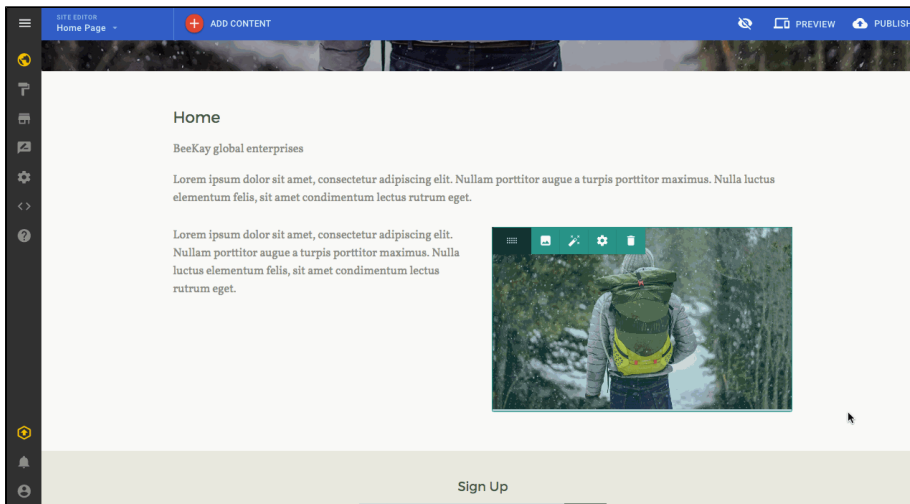
1. Click Add content
2. Drag the text block or heading onto the page



Add content

## Text formatting

Highlight the text you want to format and click the appropriate button to apply the change.



Text formatting

## Text formatting toolbar



Text formatting toolbar

Formatting toolbar buttons (from left to right)

1. Text size
2. Text style
3. HTML source
4. Bold
5. Italic
6. Underline
7. Text colour
8. Text background colour
9. Bulleted list
10. Numbered list
11. Align left
12. Align centre
13. Align right
14. Insert image
15. Insert hyperlink
16. Remove hyperlink
17. Horizontal rule
18. Undo/redo last change