

SAMPLE

TEXT

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This information can be replaced with your chosen text and graphics.

Try all the tabs in the document editor, roll over the icons and they will tell you what they do.

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The document editor is a text box oriented editor, the Insert tab lets you insert multiple text boxes, color boxes, and images

- To select this text box click once anywhere over the text
- To move the text box select it, then you can move the text box by putting your cursor over it
- To resize a text box, an image, or a color box, select it and then you can change size and shape with the drag control on the lower right corner
- To delete the text box select it and then click on the Edit tab and the Delete function
- To replace or edit the text in the text box double click it to open for editing
- Some formatting and font functions do not take effect until you save the text box
- Save the text box before opening another text box for editing or advancing to the preview page
- If you want a Word document, PDF document, or graphics file to be the entire background of your document, click Back to: Template Selections at the bottom of the page and then click on Upload your own document

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