## **Create Update**



2. To add your text, select 'Add Text Block'.



3. Click the 'Add/Edit Text' button.

Add/Edit Text

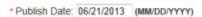
 Enter your text. You may format your text using the editor tool bar.
 You may choose fonts, font size, color and style from the drop down menus.



- 5. Note: This formats the text for the entire block.
- 6. When finished click 'Submit'. Submit
- 7. To add images, click the blue question mark for guidance.



- 8. Choose whether you would like to display it on your App or keep it private by clicking the appropriate radio buttons.
- 9. If you chose 'Private', click 'Save'.
- 10. If you chose 'Public', choose a date to publish it.



11. Select 'Submit' and it will appear in your Updates on your App.