

Add Text to Bulletin

On Bulletin Template:

1. Select 'Add Text Block'.

A light gray rectangular button with rounded corners and the text "Add Text Block" in a dark gray sans-serif font.

2. Click on the 'Add/Edit Text' button next to the text box you wish to use.

A blue rounded rectangular button with the text "Add/Edit Text" in a white sans-serif font.

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

A horizontal toolbar with a light gray background and a thin border. It contains several elements: the word "Arial" followed by a downward arrow, "12px" followed by a downward arrow, the word "Black" followed by a downward arrow, and three bold icons labeled "B", "I", and "U".

4. Note: This formats the text for the entire **box**.
5. If you would like to format the entire **bulletin** the same, check the box by Master Editor at the top ☐ **Master Editor Applies Changes To All Text Boxes** and format your text.
6. When finished click 'Submit'.

A light gray rectangular button with rounded corners and the text "Submit" in a dark gray sans-serif font.