Add Text to Bulletin

On Bulletin Template:

1. Select 'Add Text Block'. [Add Text Block]
2. Click on the 'Add/Edit Text' button next to the text box you wish to use.

   [Add/Edit Text]

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.

   [Arial ▼ 12px ▼ Black ▼ **B** *I* U]

4. Note: This formats the text for the <u>entire **box**</u>.
5. If you would like to format the <u>entire **bulletin**</u> 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'. [Submit]