

How 2 - Insert Text Boxes



To Insert a text box on your page the first step you take is to click on insert at the top left of your screen.

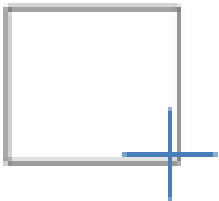


Step 2: on the top right of the screen press the text box icon



Draw Text Box

Step 3: On the list that appears when click right at the bottom of the list and click the “Draw Text Box” button



Step 4: Click on the page where you want to put the text box and drag out your box to the size you want it. Done!

GIVE IT A GO!