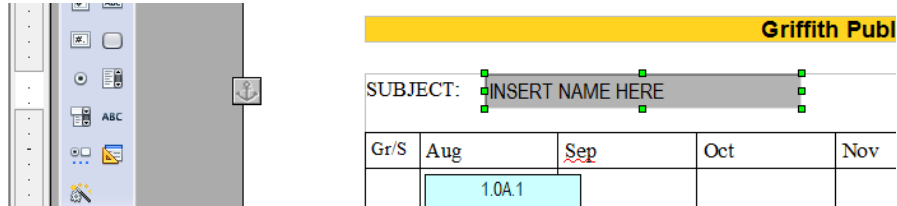


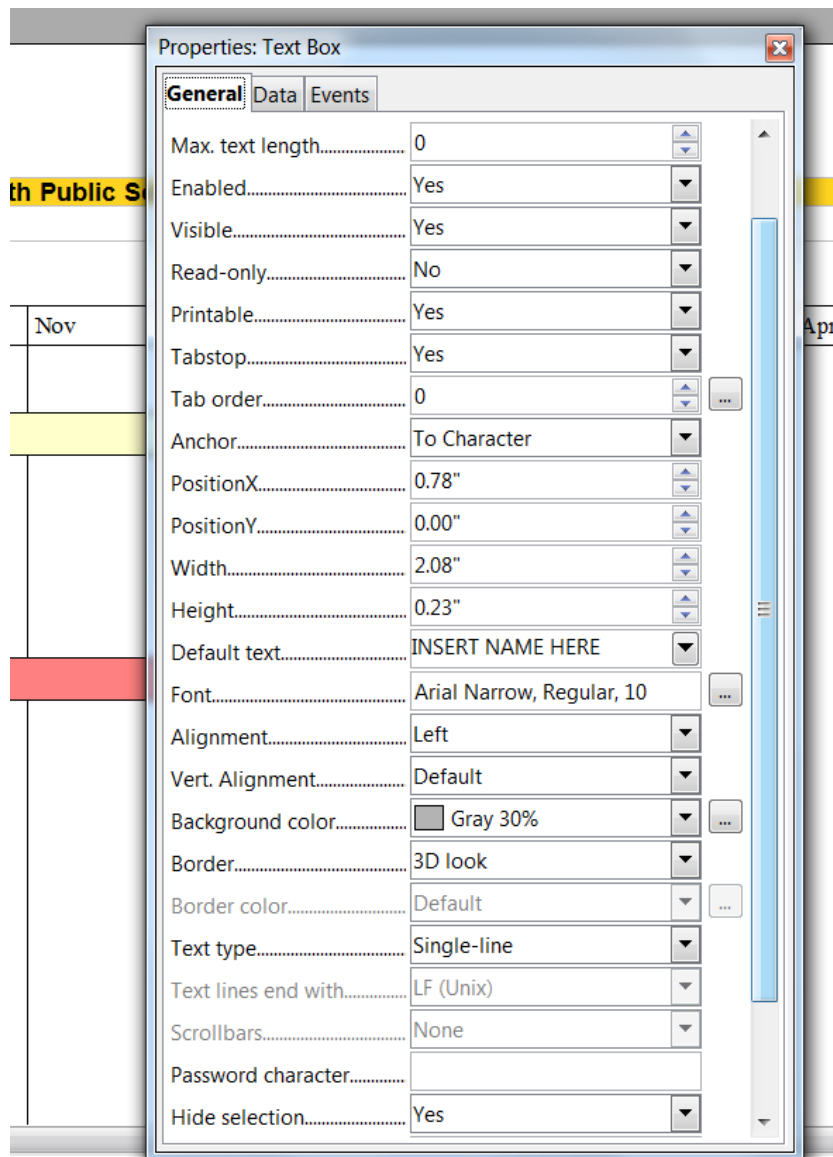


### 3. To Type text in a box

- a. Select the box by placing the cursor over the box and clicking one time. This will select the box. Selected boxes are surrounded by green dots.

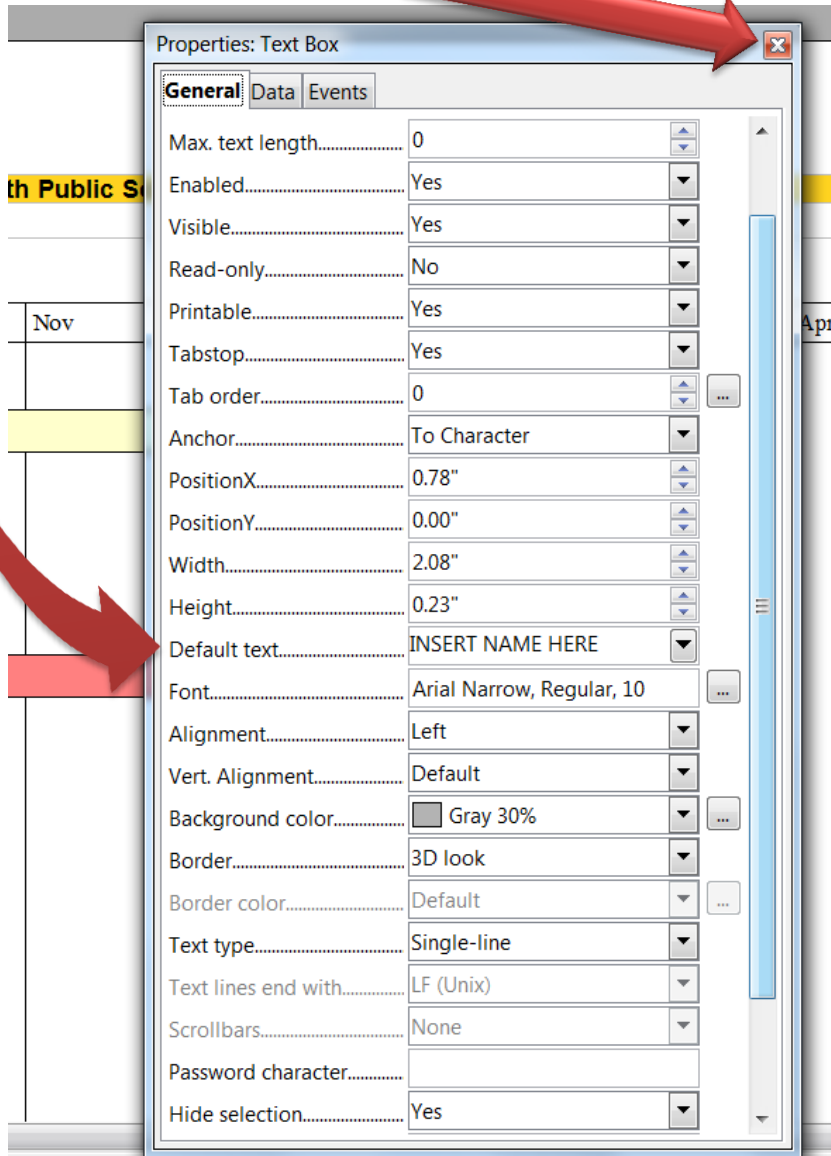


- b. Double click the box to open the 'Properties: Text Box' menu



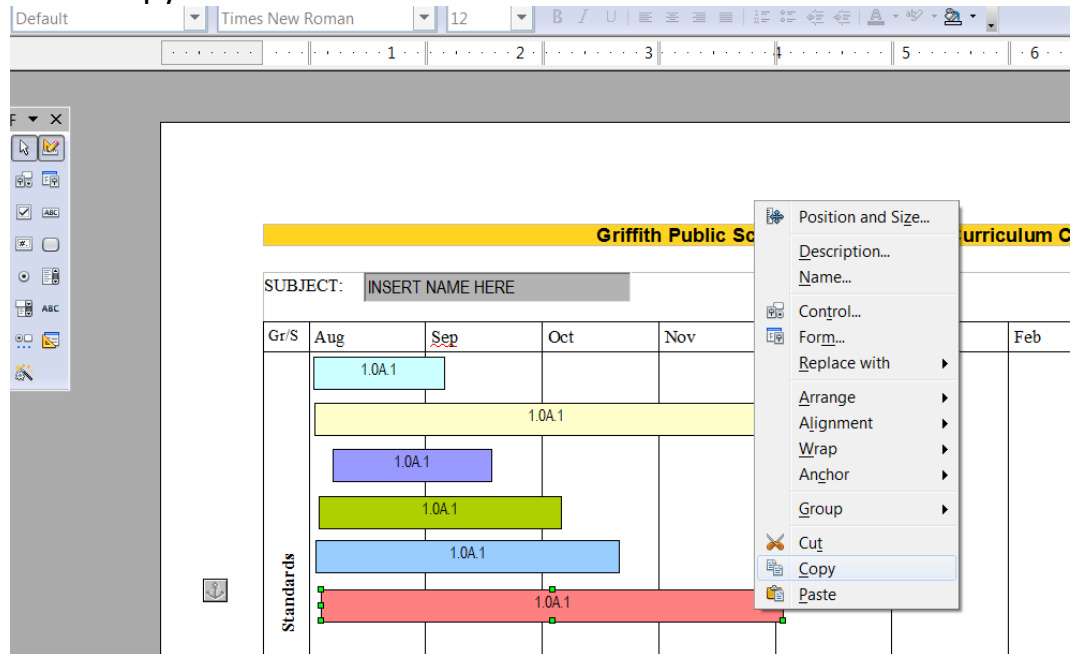
#### 4. To Enter Text

- a. Go to the 'Default text' row
- b. place your cursor in the box
  - i. Here you can delete and/or add text
  - ii. Hit return when you are done
  - iii. Click on the 'x' in the top right hand corner to close out of the box.



## 5. To add another box

- a. Place your cursor on a box
- b. Click one time on the box to select the box
- c. right click on that box
- d. select copy and left click



- e. left click in the white space to deselect the box
- f. Right Click anywhere on the white space again
  - i. select paste and left click
  - ii. you now have a new box that is selected with green dots
  - iii. left click (but don't release) on the box, drag the cursor to another spot on the screen
  - iv. release the button to drop the box.
  - v. double click on your new box to edit the color and text