

## **ADDING TEXT**

After you've created a Rich Text Module, it will appear with sample content. Click the **Edit** tab to begin adding your own content.

Once you have added content you will need to **Save** your changes. Once saved, your changes will not be published for viewing until you click on the **Publish** tab and click **Publish Changes**.

View Text Edit	Publish Delete Drag to reorder
DRAFT: This module has unpublished changes.	DRAFT: This module has unpublished changes.
✓ Save   ○ ○   ●   ● ◆   目 日 日   ● ◆   日 日 ● ○ ● ○ ● ○ ● ○ ● ○ ● ○ ● ○ ● ○ ● ○	You have unpublished changes. When you are done editing this module, publish your changes to make them available to your viewers. This module was created on May 19, 2011 at 7:47 PM by Jennifer Holland This draft was last edited on May 19, 2011 at 7:47 PM by Jennifer Holland Changes were last published never. ✓ Publish Changes
✓ Save	

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You can also...

- Add links to Word/PDF documents and PowerPoint presentations using the Insert File icon.
- Add images, using the Insert Media icon.
- Add hyperlinks. Type the URL, highlight it, then click the Insert/Edit link icon.
- Inset long quotations or other text, using the Indent icon.