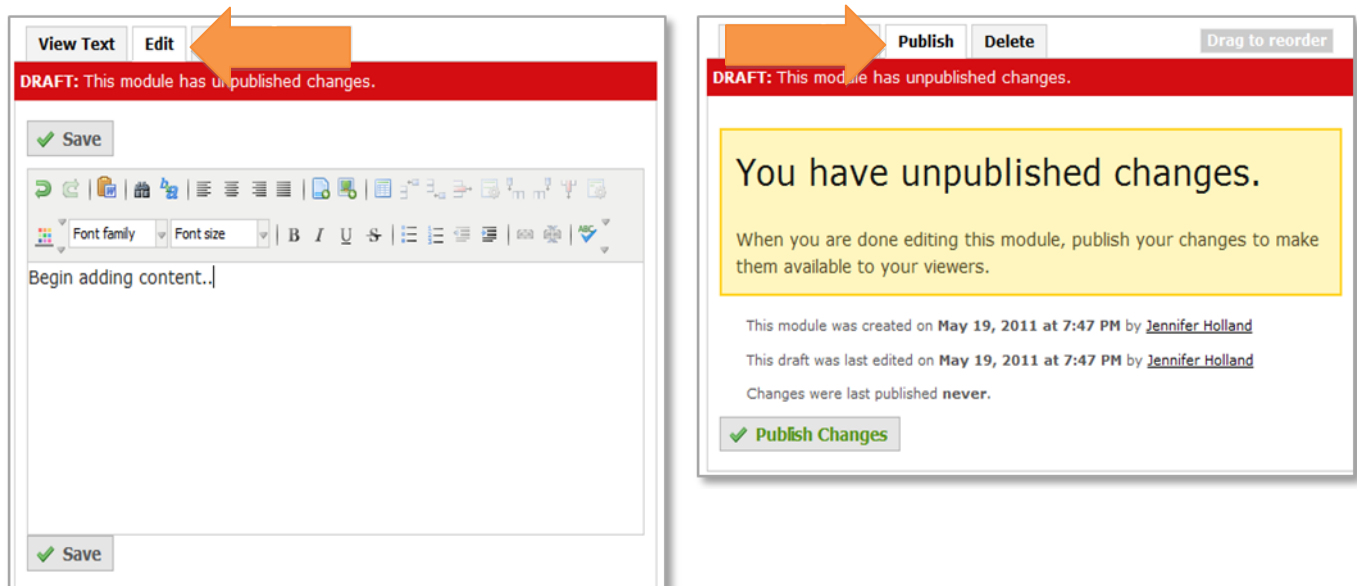





ADDING TEXT

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 Once saved, your changes will not be published for viewing until you click on the **Publish** tab and click **Publish Changes**.



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. 