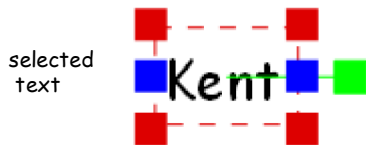


There are two ways of adding text. You can either use a the text carat, or add a text frame.

To add text using the carat:

Simply click anywhere on the screen. A carat will appear (a red vertical line), and you can begin typing.

To move the text, double click the word(s) to select and drag the text to the required position

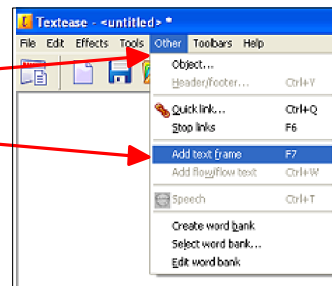


When you hover the mouse cursor over the text, the cursor changes to a hand. Click and drag when you see the hand.

To add a text frame:

Click on the **Other** menu at the top of the page and select **Add text frame**

You will notice that the cursor has changed to a cross



Hold down the left mouse button and drag down diagonally to set the size off the text frame.

Click inside the text frame to add text. The text will always start on the far left in the frame regardless of where you click in the frame.

Double click the frame to select it.

You will notice that the frame has a red border, with squares just like the word Kent above. Like you did before, click and drag the centre of the text frame to move it around the screen.

When text is selected you can:

- ★ Click and drag the **red squares** to resize the text.
- ★ Click and drag the **blue squares** inwards.
- ★ Click and drag the **green square** round in a circle to rotate the text.

To deselect the text, click any other blank area of the screen.

Change the font size/ style:

Highlight the text by holding down the left mouse button and dragging across the word(s). Alternatively, double click the word(s) to select them.

Click on the **Text Effects** icon  on the General toolbar or click on the **Effects** menu to open the Text Effects Window.

The Text Effect Window

