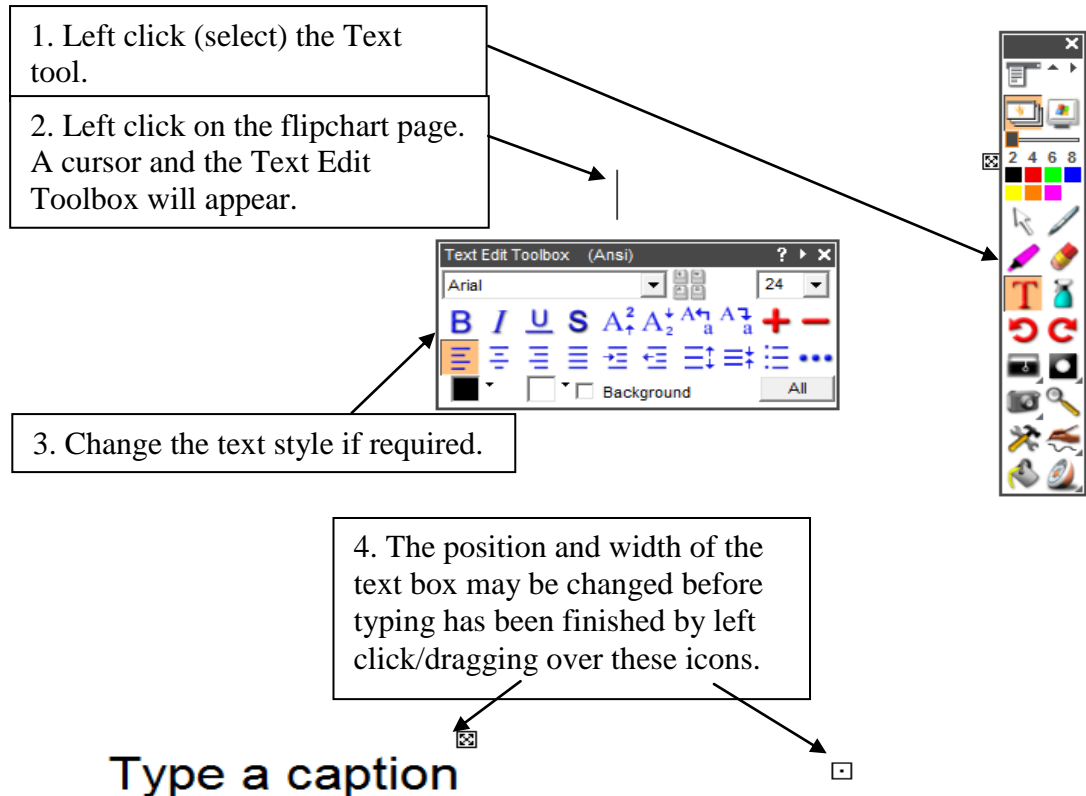


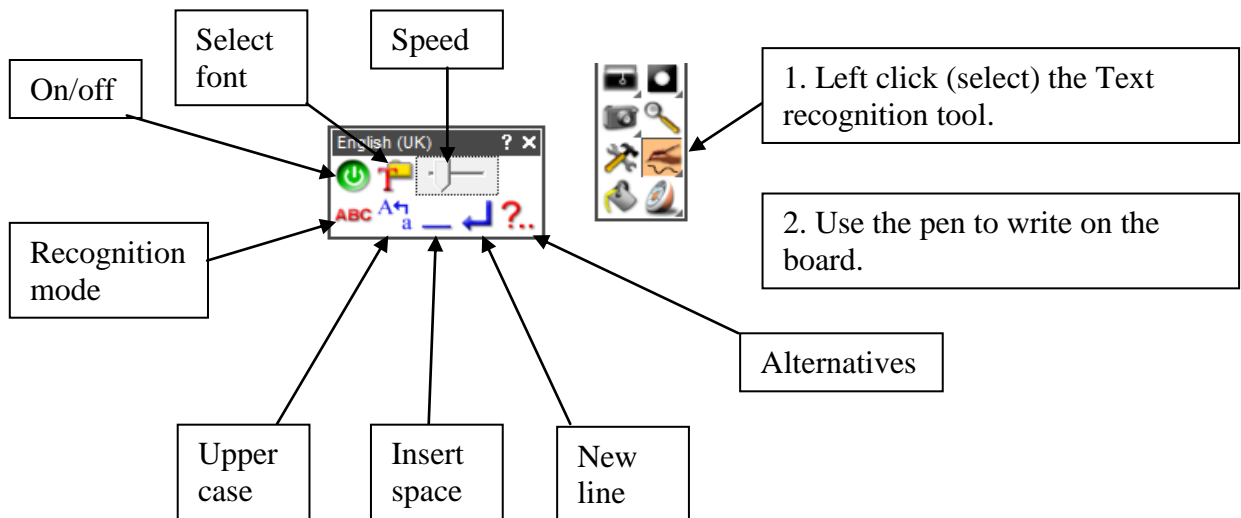
Adding text to a flipchart

Using the Text tool



5. When typing is complete, choose the select tool – or click on a different area of the page to add another text area.

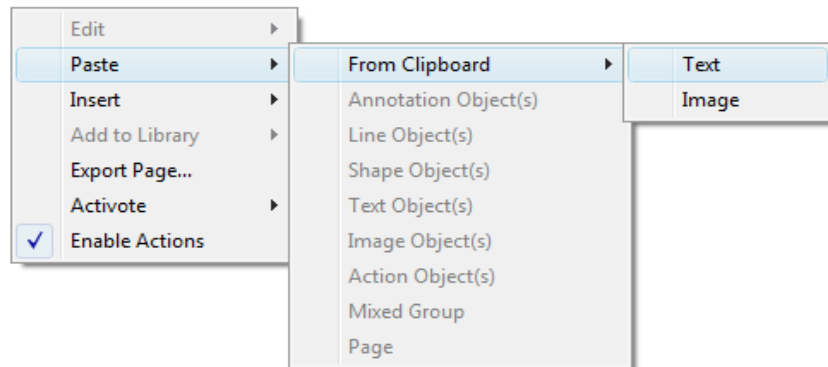
Using the text recognition tool



Adding text to a flipchart

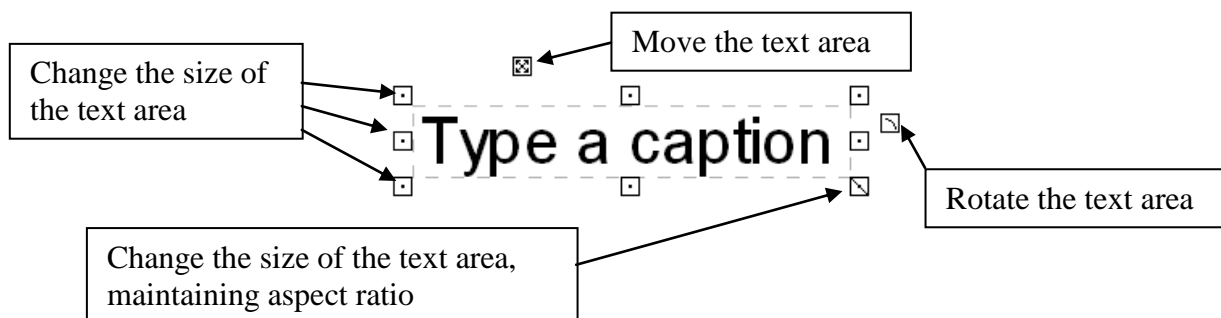
Pasting text

Text can also be copied and pasted from other applications (Office applications, web pages, indeed any application which allows text to be selected and copied).



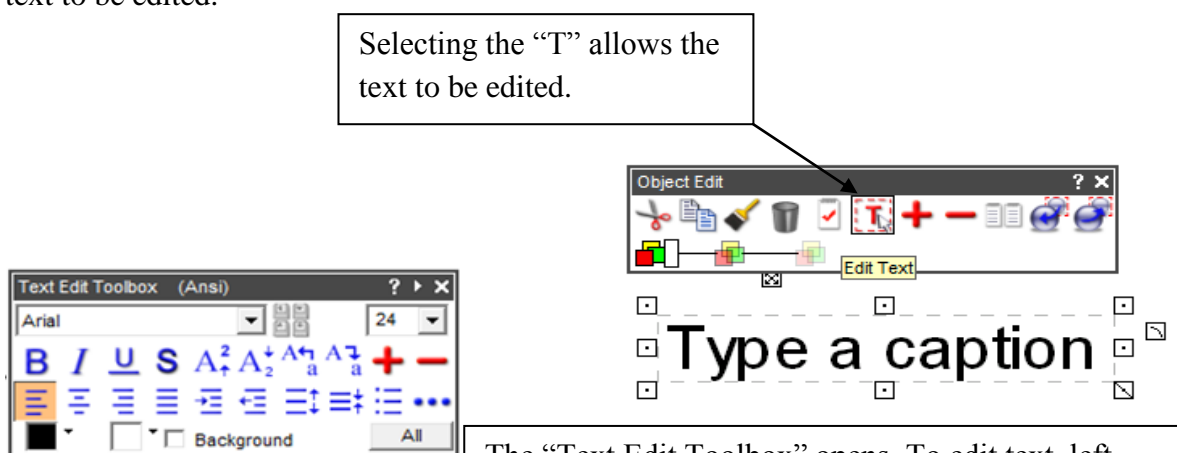
Making changes to the text

Single clicking over a text area allows the area to be moved, changed in size and rotated.



Note – changing the size of the text area does not change the font size! See below!

Double clicking over a text area opens the “Object edit” toolbar. Selecting the “T” allows the text to be edited.



The “Text Edit Toolbox” opens. To edit text, left click in the text area. To change font size, style, alignment, etc. select the text to be changed by left dragging mouse (in the same way that you would in a word processor).