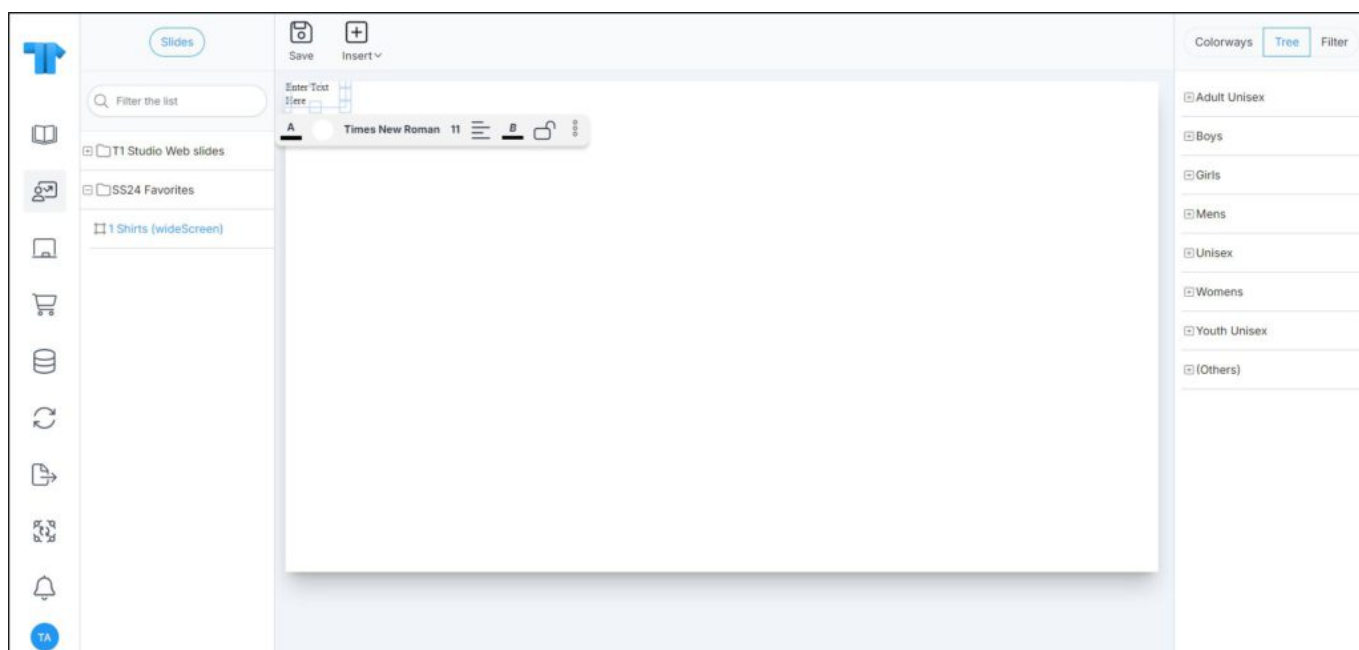


## Manage text

You can add textboxes to your slides and manage their appearance such as text color, background color, font style, and size, etc.

### Add text

To add a textbox to the slide, select Text from the **Insert** menu, a textbox is added to the board as shown in the below example:



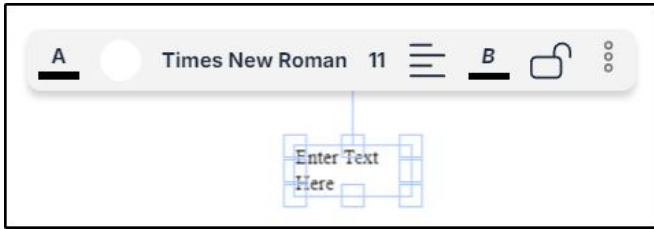
Double click the textbox to enter the text you want.

### Paste text

You can paste text copied from your clipboard to the slide and a textbox will be created for it.

### Textbox formatting

A number of options are available to help you format the textbox, such as the font size and style, background and text colors, as shown below:



Through the above, you can change text color, background color, font type, size, direction, and style, respectively. You can also lock the textbox to prevent changing its location.