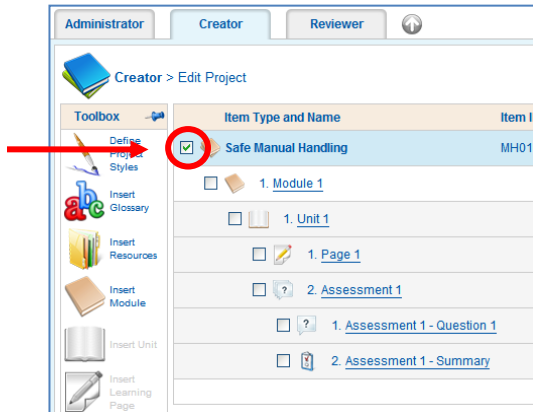# Creating Textfield Styles

If you need to use text with a specific formatting frequently when creating materials in Course Builder, you don't need to manually format each of the textfields you add to your screens.
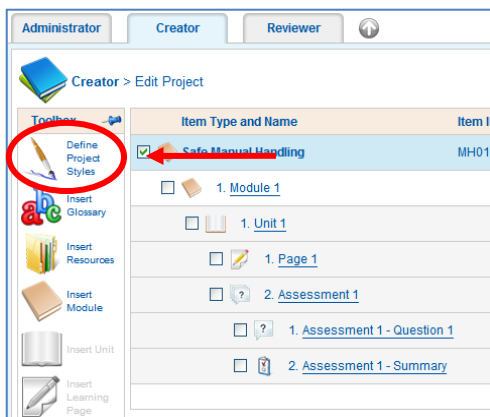
Instead, you can create a new textfield style which will then be readily available from your style selection box.
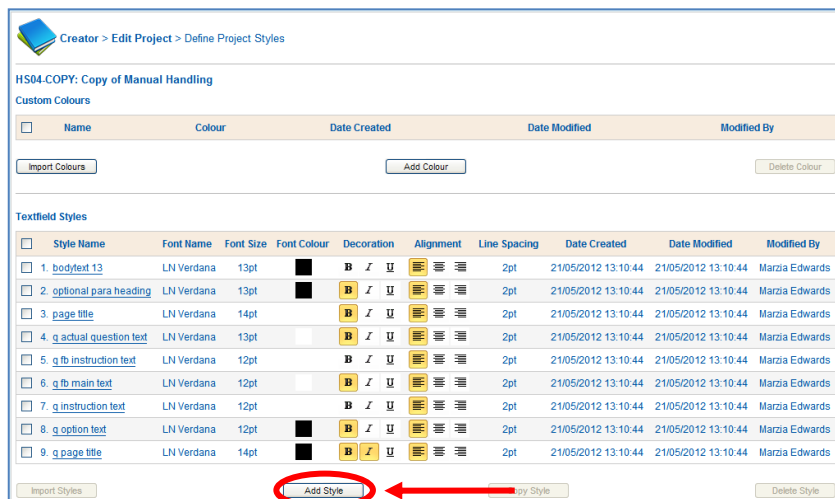
To do this:

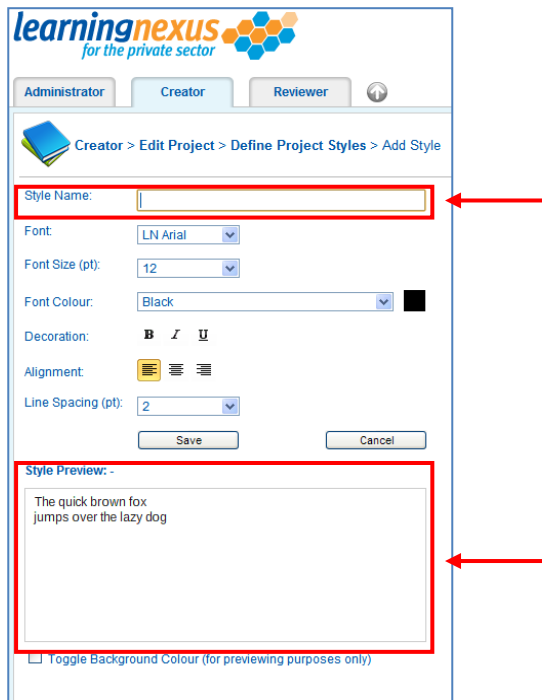1) Place a tick in the Project selection box in the course structure:

2) Click on the **Define Project Styles** button in your **Toolbox:**

3) You will be taken to a screen that displays any textfield styles already available to your project. To add a textfield style, click on the **Add Style** button:

4) You will be moved to the screen that allows you to define all the characteristics of the new textfield style. Add the name you want to give to your style in the **Style Name** field, then select the font, font size, font colour, decoration and alignment options according to your needs.
As you make your selections, the textfield style that will be added to your project is displayed in the **Style Preview** box.
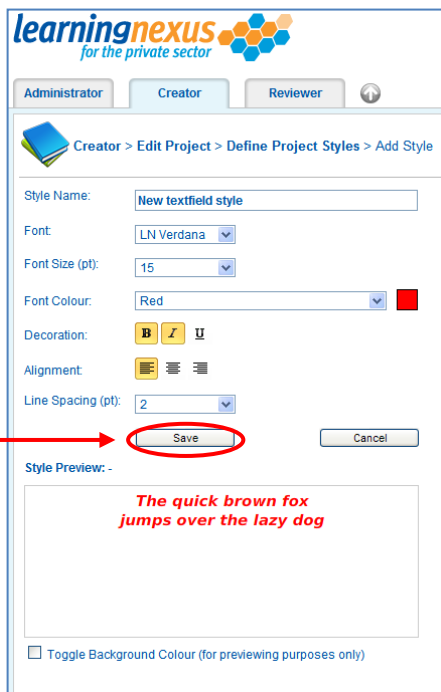
5) When you are happy with the selection, click on the **Save** button to save your new style.

You will be taken back to the screen displaying the textfield styles where your new style has been added to the list.