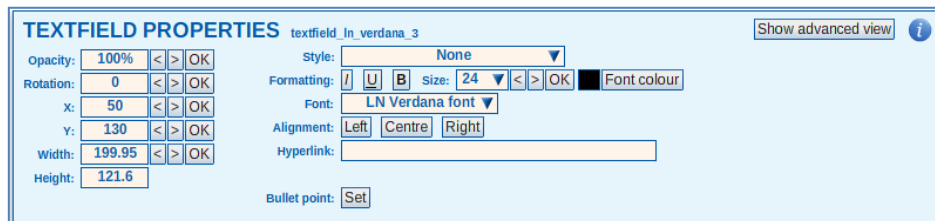


Formatting Text

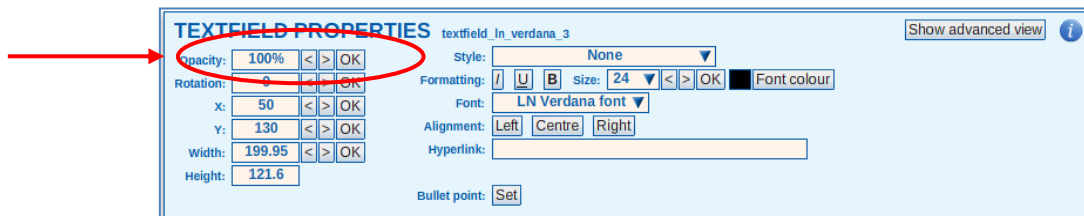
When you add a textfield to a screen the properties box at the top of your page will display the formatting options:



Below are instructions on how to change the main formatting attributes.

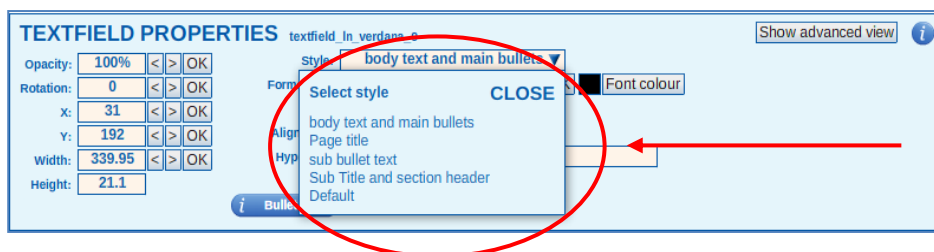
Opacity: allows to set the transparency of the text. By default this value is set to 100%.

Change the value in the box, then click on the **OK** button to save the change.

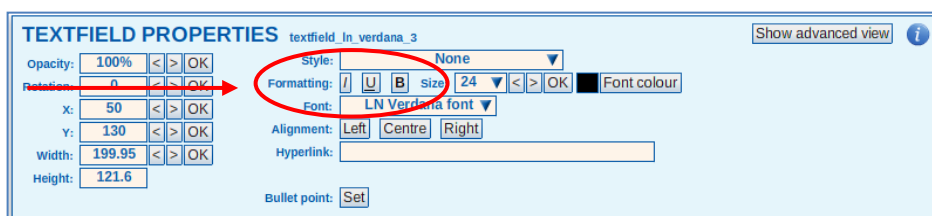


Style: Allows you to apply a pre-defined set of formatting options according to any styles created or imported in the project.

From the **Style** pull-down menu, select the style you want to apply

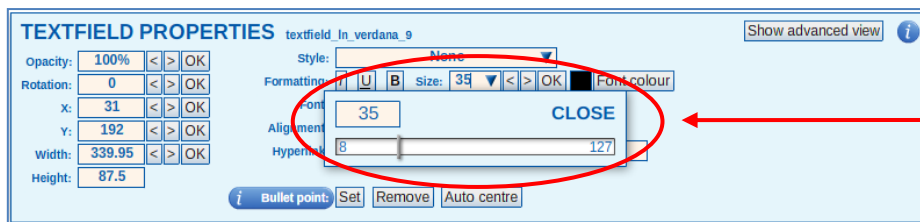


Font attributes: to add *Italic*, Underlined, or **Bold** attributes to your text, select the relevant option from the **Formatting** section:



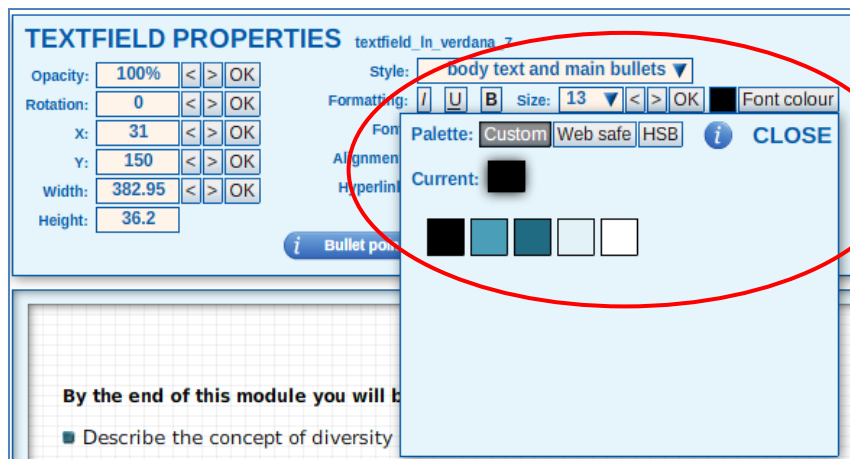
Size: allows you to change the size of your text.

To change the font size over type the value, then click on the **OK** button. You can also open the **Size** pull-down menu, and use the slider to set the required size.

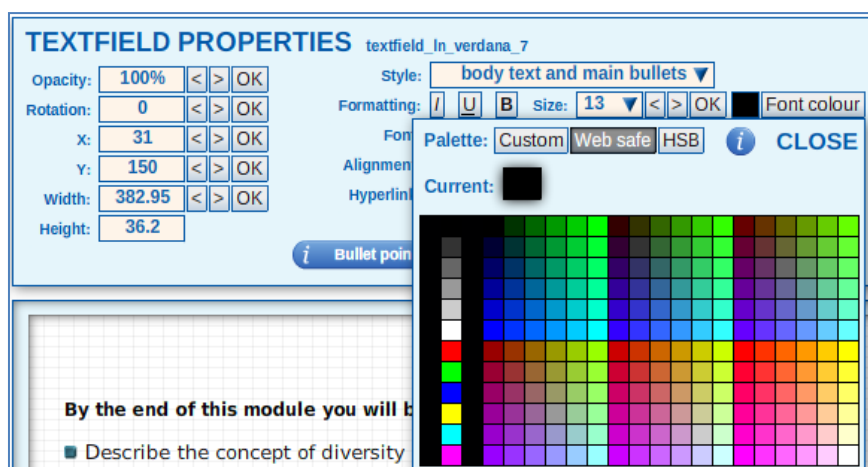


Colour: allows you to change the colour of your text using one of 3 palettes:

- 1) To select from the palette of colours defined in the project styles click on the 'Font colour' button and select from the available options.

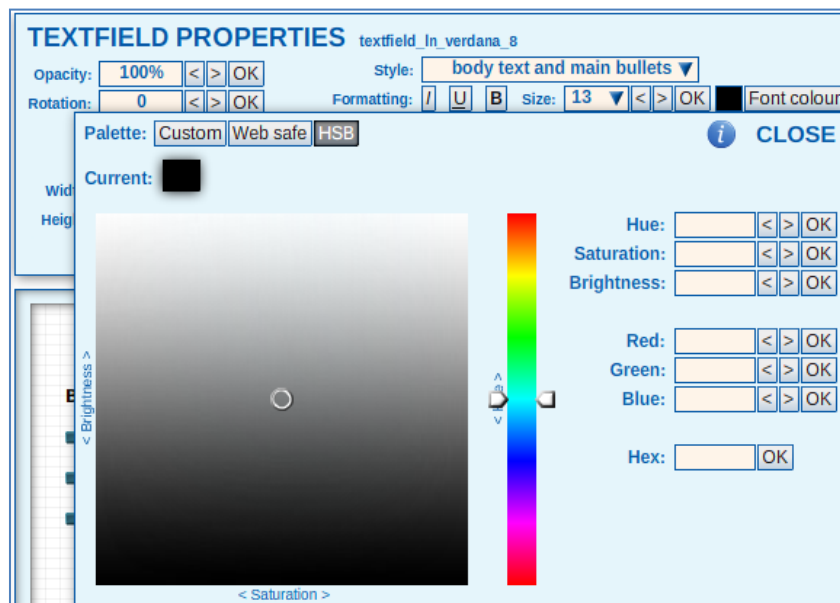


- 2) To apply a different colour from those defined in the project styles, select the 'Web safe' button to access the selection below:



Click on the colour you want to apply, then click on the **Close** button to exit the palette.

- 3) To apply a very specific shade of a colour, click on the 'HSB' button to access the HSB Palette. This will allow you to select the exact colour you need using the RGB values, the HSB values or the HTML colour code/HEX number without creating a style in your project:

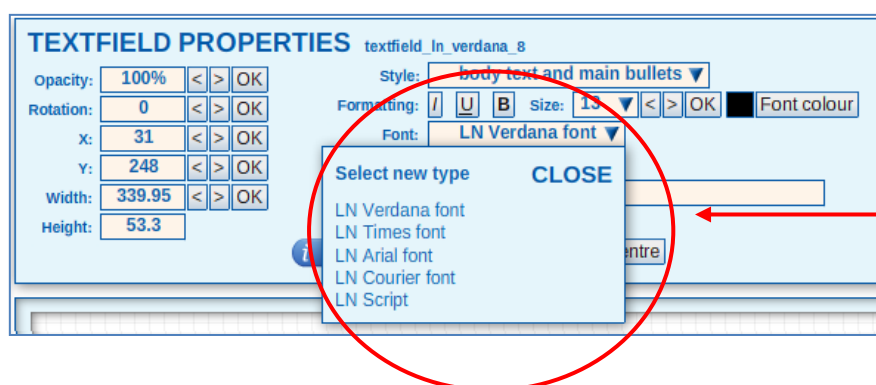


Type the values in the relevant boxes, making sure to click on the **OK** button next to each of the values, then click on **Close**.

Your marketing team should be able to give you details of the codes required for any corporate colours used within your organisation.

Font: allows you to select one of the five fonts available in Course Builder.

Click on the **Font** pull-down menu to select the font you would like to use. Click on the **Close** button to apply the change to the textfield.



Alignment: allows you to align the text left, centre or left, within the boundaries of the textfield.

From the **Alignment** section, click on the button relevant to the option you want to select:

