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How do I add a Text Block Element?

Adding a Text Block Page Element:

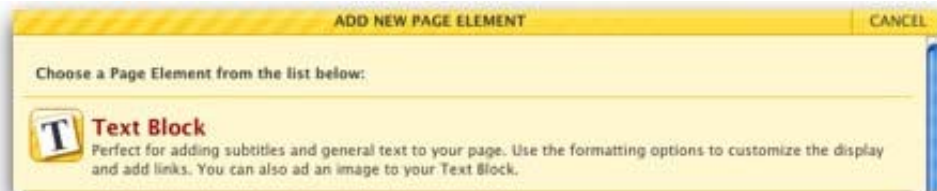
1. Ensure you are on the correct page and in **Edit Mode**



2. Click **Add Page Element**



3. Select **Text Block** from the Page Element Menu.



4. A new window will appear with two text fields, one for the title and one for the paragraph text. Use the inline formatting tools to add bold, underline, italics, and other formatting to the text.
5. Add an optional image by choosing the file from your computer, selecting an image size (Small, Medium or Large), and image alignment (Left or Right). **NOTE:** For your convenience, the image file, sizing and alignment can always be updated at a later time.
6. Click **Create This Page Element**.