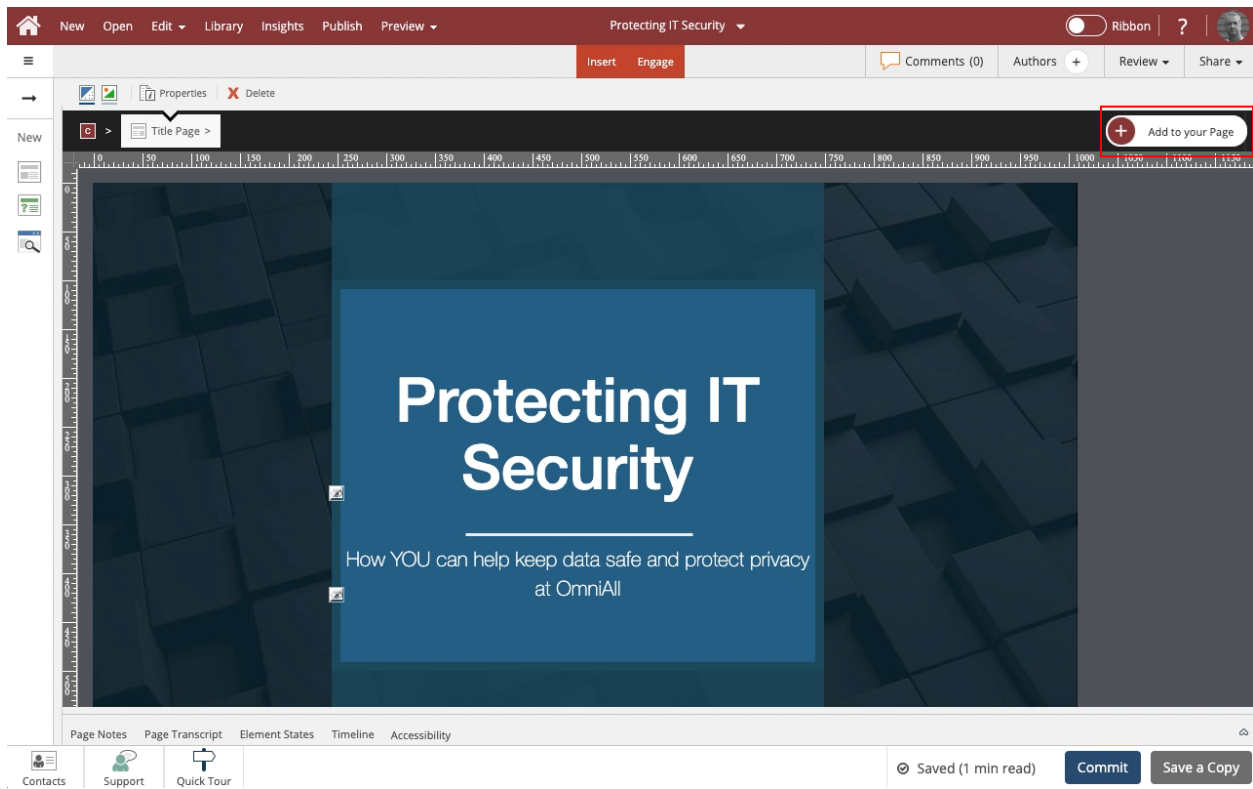

Add a new Text Element to a Page in Claro

Created On: August 10, 2023

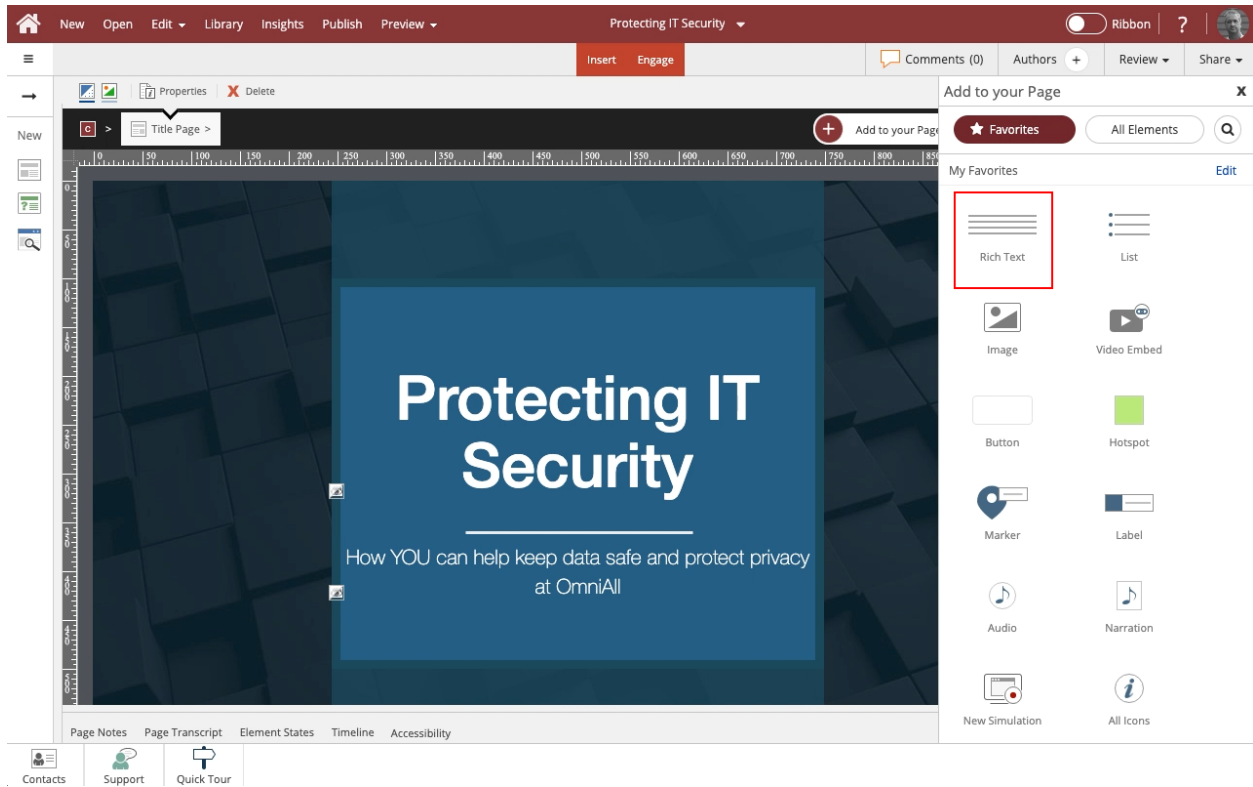
Add a new Text Element to a Page in Claro

1. Select **Add to Your Page**.



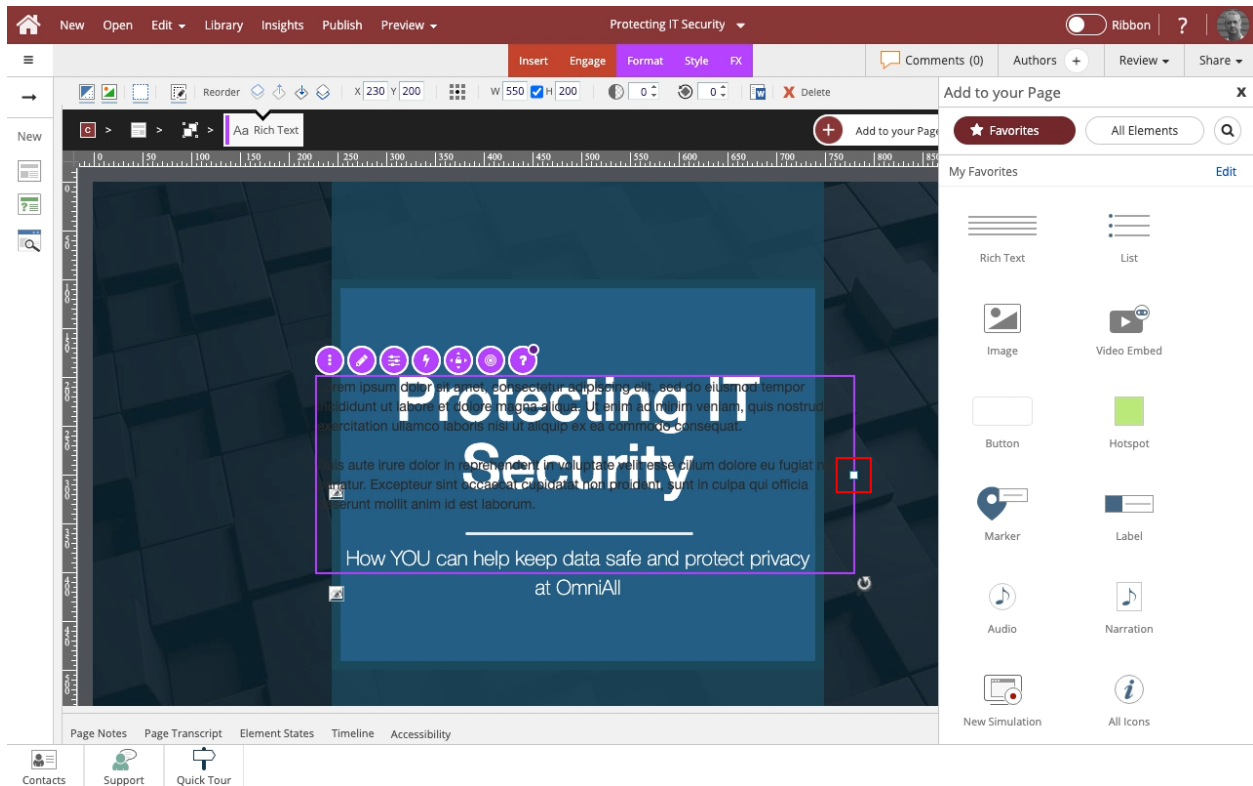
Add a new Text Element to a Page in Claro

2. The Add to your Page panel will open, showing the Favorites list which is pre-populated with commonly-used elements. Select **Rich Text**.



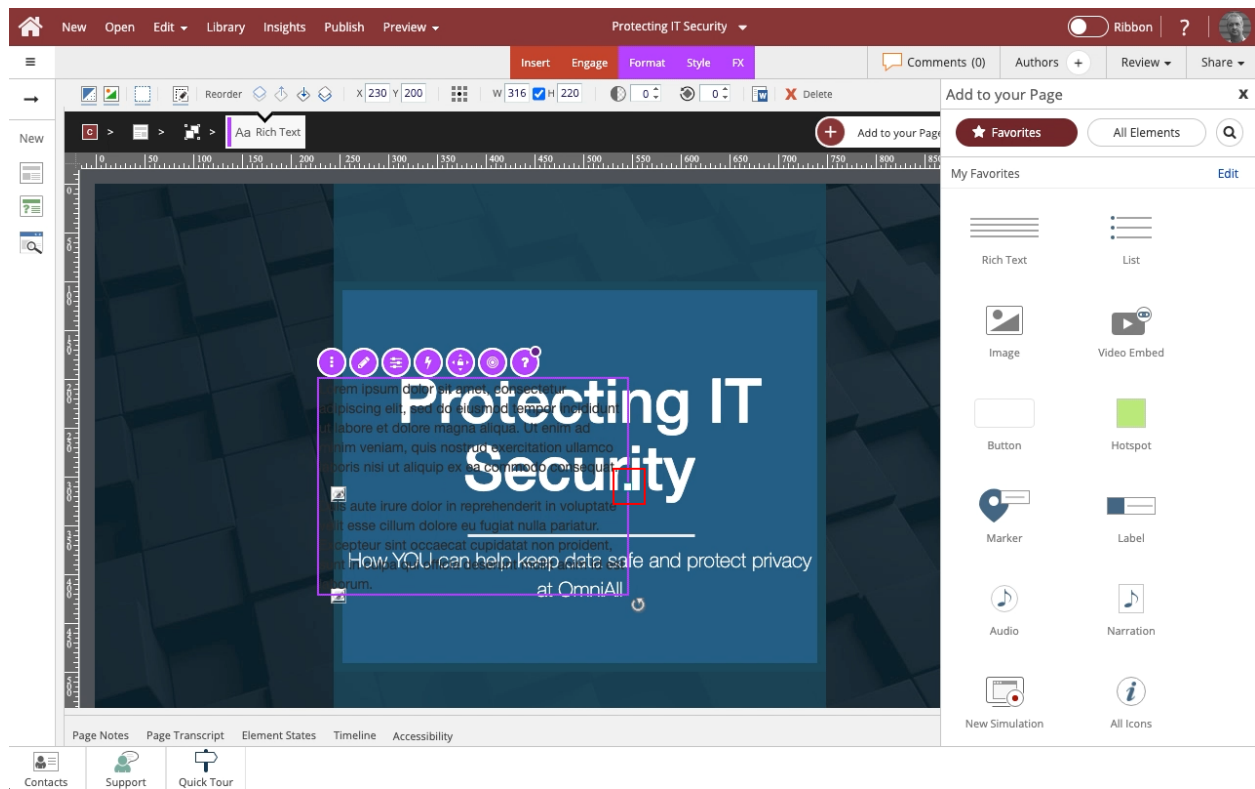
Add a new Text Element to a Page in Claro

3. The Text Element will be added in the middle of the page. You can use the handle on the right edge of the element to set a different width. Select the handle and drag the element to its new width.



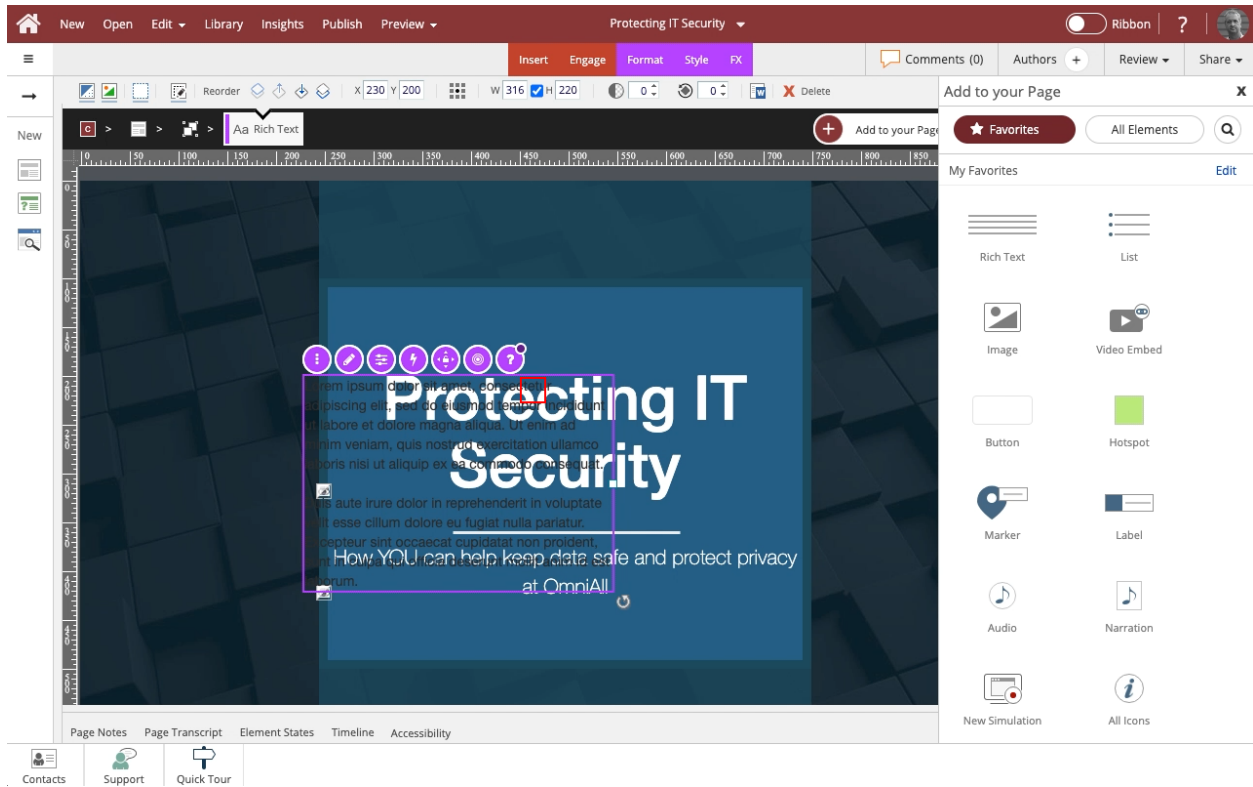
Add a new Text Element to a Page in Claro

4. The element has been set to the new width.



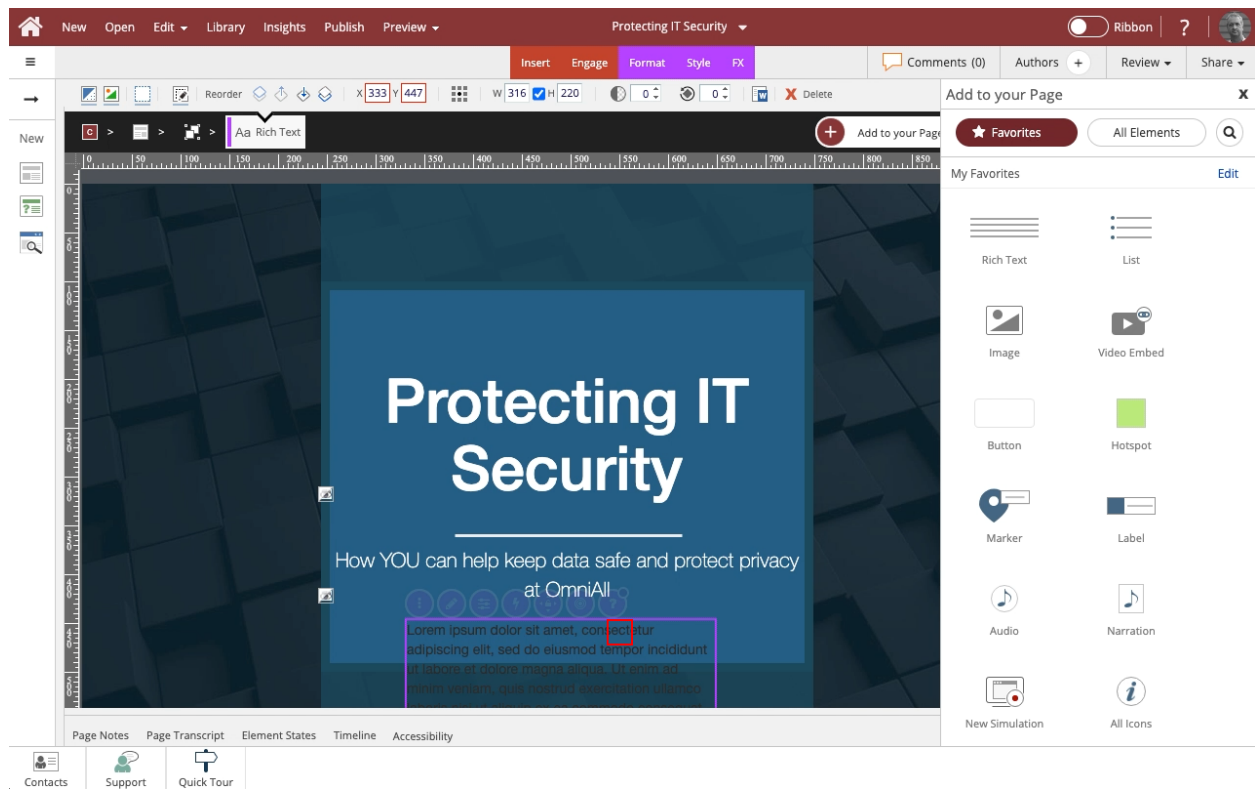
Add a new Text Element to a Page in Claro

5. You can use drag and drop to move the element to a new location. Select the element and drag it to its new location.



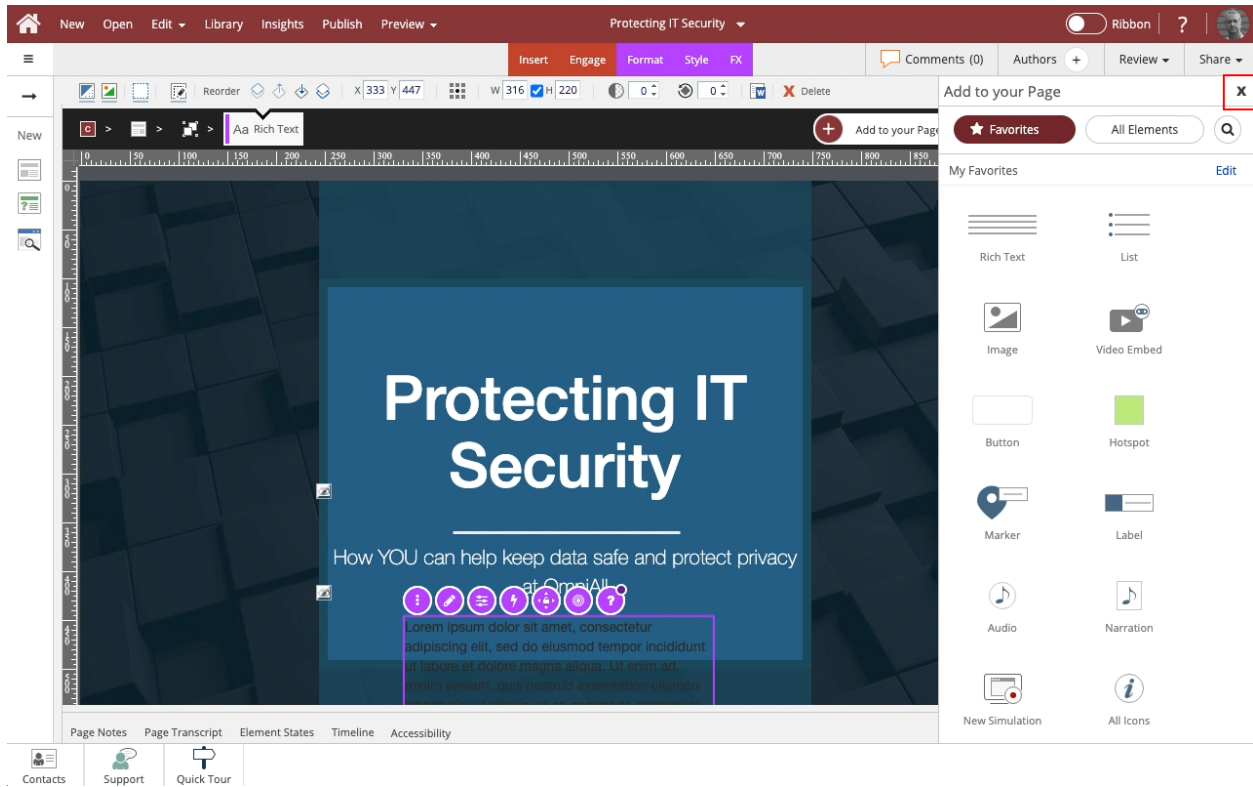
Add a new Text Element to a Page in Claro

6. The element has been moved to its new location.



Add a new Text Element to a Page in Claro

7. In this example we aren't adding more elements, so select the X to close the Add to your Page panel.



Add a new Text Element to a Page in Claro

8. You can now edit the placeholder text in the Text Element using the Pencil icon.

