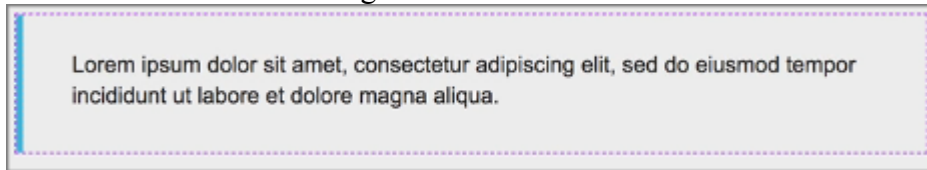

Edit content and format a callout

Created On: August 16, 2023

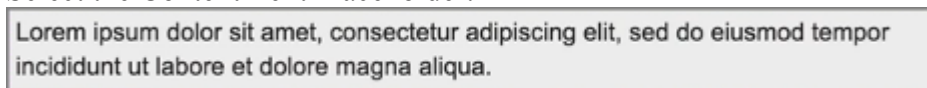
1. Select the Callout on the Page.



2. To edit the content within the Callout, select the Edit Icon in the Element Controls Toolbar.



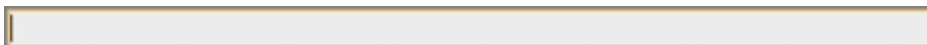
3. Select the Content Text Placeholder.



4. Select the pencil icon. NOTE: You can also double-click the Content Text Placeholder.



5. You can now edit the text in the Content Text. Select the text element and we'll add text for you.



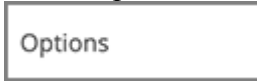
6. The content for the callout has been changed. Select the Component on the left beside the Text. This saves the text changes and switches focus back to the component as a whole.



7. Select the Three-Dot Menu in the Element Controls toolbar.



8. Select Options.



9. The Options tab has a number of design options for the Callout component as a whole. You can change the look of the Callout by changing the color, adding a border, and adding an icon. To add an Icon to the Callout, select Icon under Labels in the Options tab.



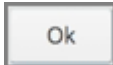
10. An Icon appears on the Callout, to change the icon, double-click the Icon within the Callout.



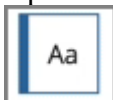
11. The Pick an Icon popup shows, select the Exclamation Mark Icon.



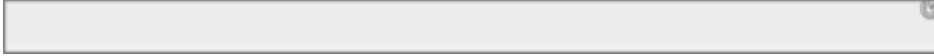
12. Select Ok.



13. The Icon is added. Change the Style of callout to Dark Blue (option 2) within the Options tab.



14. The Style of the Callout has changed. Select the area below the Component to go back to the page.



15. Preview the Current Page to see how the Callout will look and behave for your learners.
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