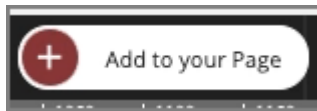

Add a new Text Element to a Page in Claro

Created On: August 10, 2023

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



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



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.



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



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.



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



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



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