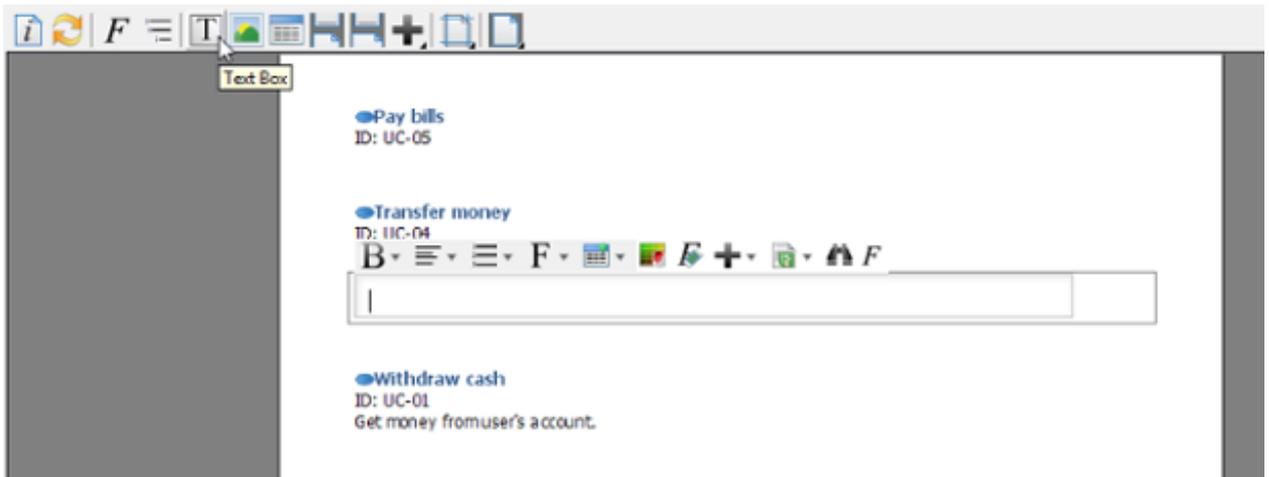

Adding custom text

Although you cannot type in a document directly, you can add text through creating text boxes.

The text box is used for editing data on document. The significant characteristic is you can display many different types of data by applying RTF within the text boxes.

1. Select the space where you want to insert text beforehand.
2. Click **Text Box** button on the document's toolbar.



3. Enter text in the text box. You can use the pop-up formatting toolbar to convert your plain text into RTF when you want to emphasize some terms/ phrases.

