Editing Text

Oftentimes you will need to go back and make some changes to the text in a presentation; for example, perhaps you'll want to delete a word or insert new text. Before you can do any of these things, however, you need to know how to select text. This lesson will show you how to select, replace, and delete text.

Select Text
There are several ways to select text in Content Studio:

- **Using the mouse**: Move the mouse until the insertion point is positioned before or after the text you want to select. Then, click and hold down the mouse button as you drag across the text. Release the mouse button when the text you want to select is highlighted.   See Fig. 1

- **Using the keyboard**: Position the insertion point before or after the text you want to select, press and hold down the <Shift> key, and use the arrow keys to select the text.

- **Using a text box**: To select a text box, click outside the text box to enable the green dotted lines. To select multiple text boxes, click on the View Tab, then checkmark Select All Elements. See Fig. 2

Replace Text

Once you have a block of text selected, anything you type will replace the selected text.

1. Select the text that you want to replace.

2. Type the new text.

The selected text is replaced with the new text.

Delete Text

You can delete any selected text simply by pressing the <Delete> key.

1. Select the text or text box you want to delete.
2. Press <Delete>

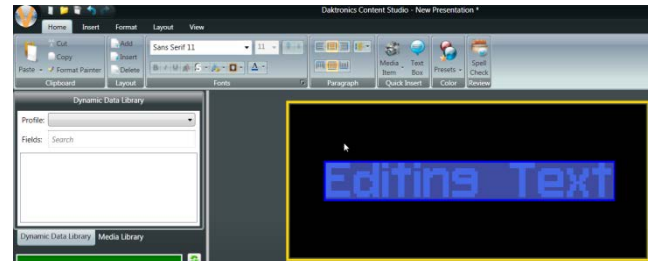The text or text box is deleted.

Figure 1 – Highlighting text typed onto layout

Figure 2 – Highlighting a text box

Shortcut for Selecting Text

To select all the text in a layout	Press <Ctrl>+<A>