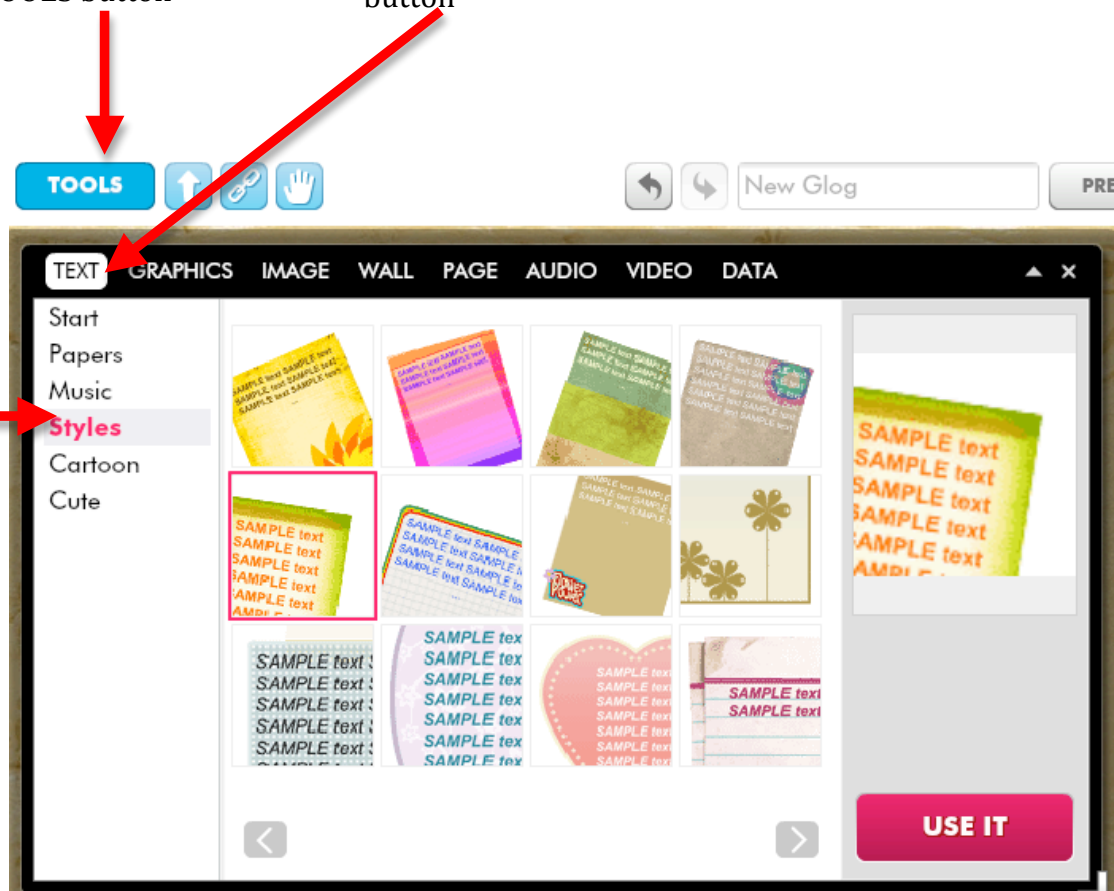


## How To Add a Title

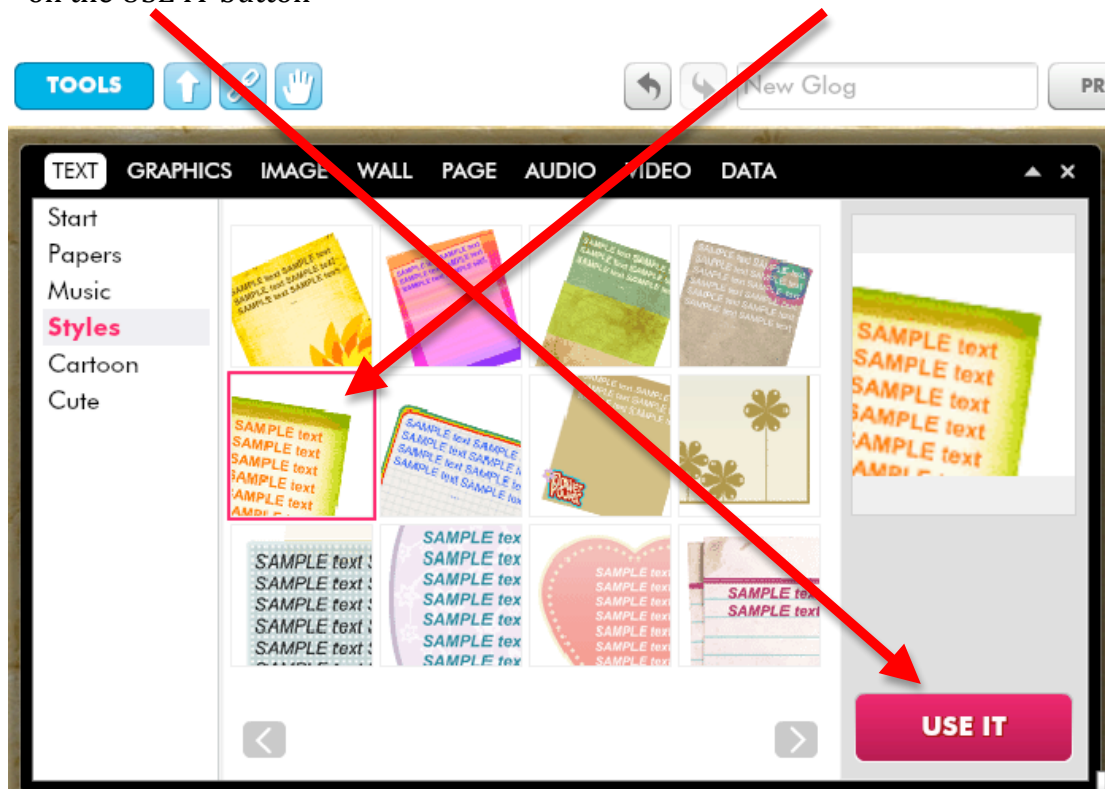
For your Title you will first want to choose a banner style. To do this...

1. Click on the TOOLS button
2. Click on the TEXT button

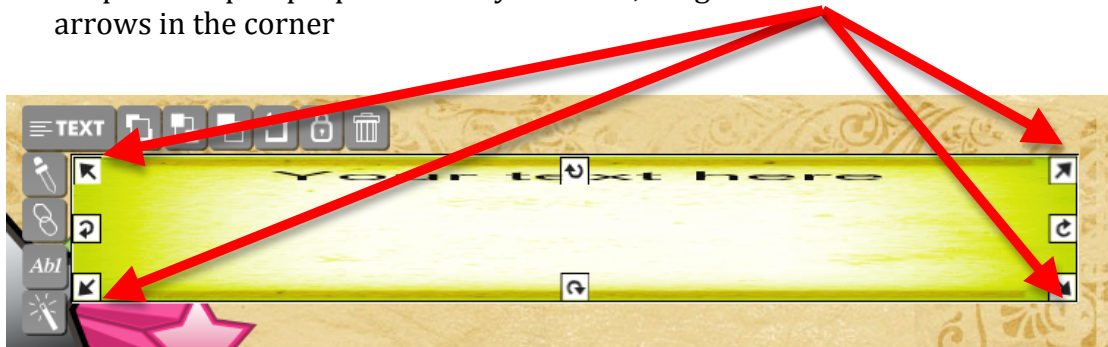
3. Find a banner style by browsing through the various categories



4. Select the shape you want to add by clicking on it to highlight it and then click on the USE IT button

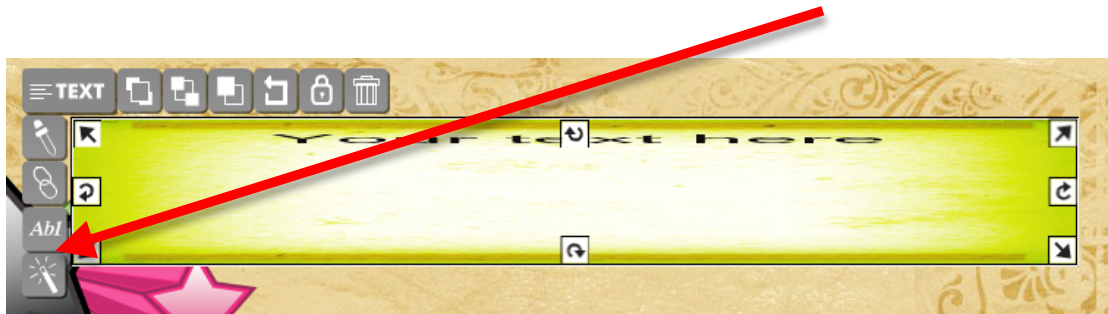


1. Close the dialogue box. You should now see the shape added to your GLOG. You can position it in place by left clicking and dragging it.
2. To resize your shape left click on your shape to bring up the handles. To keep the shape's proportions as you resize, drag on the arrows in the corner

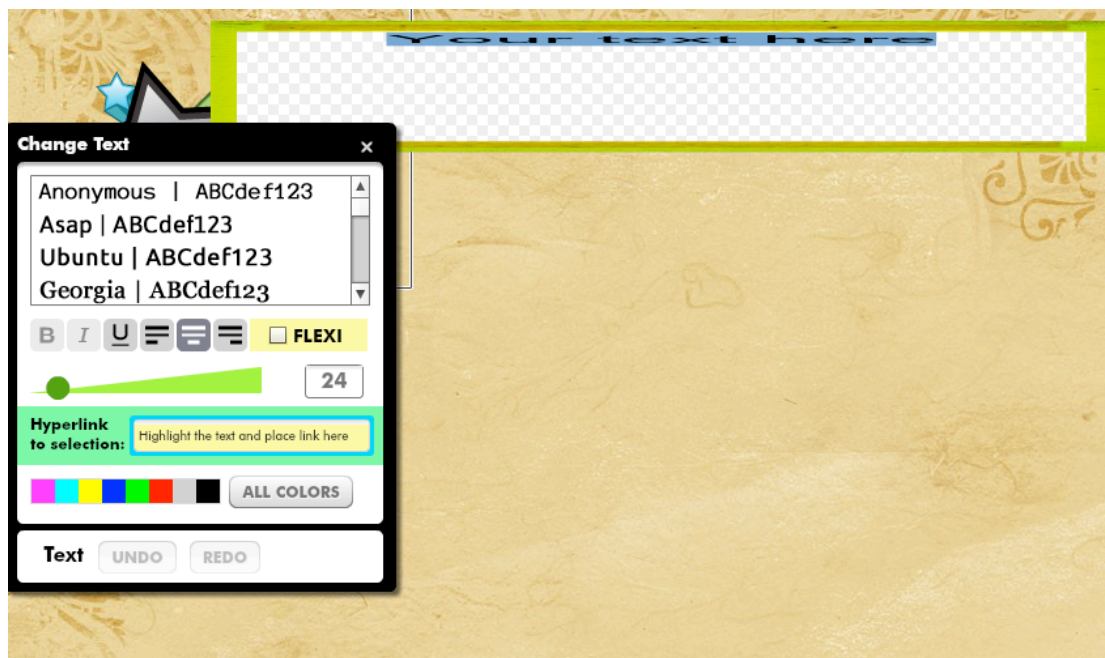


3. To change the shape (make it taller or wider) hold down the **SHIFT KEY** as you resize.

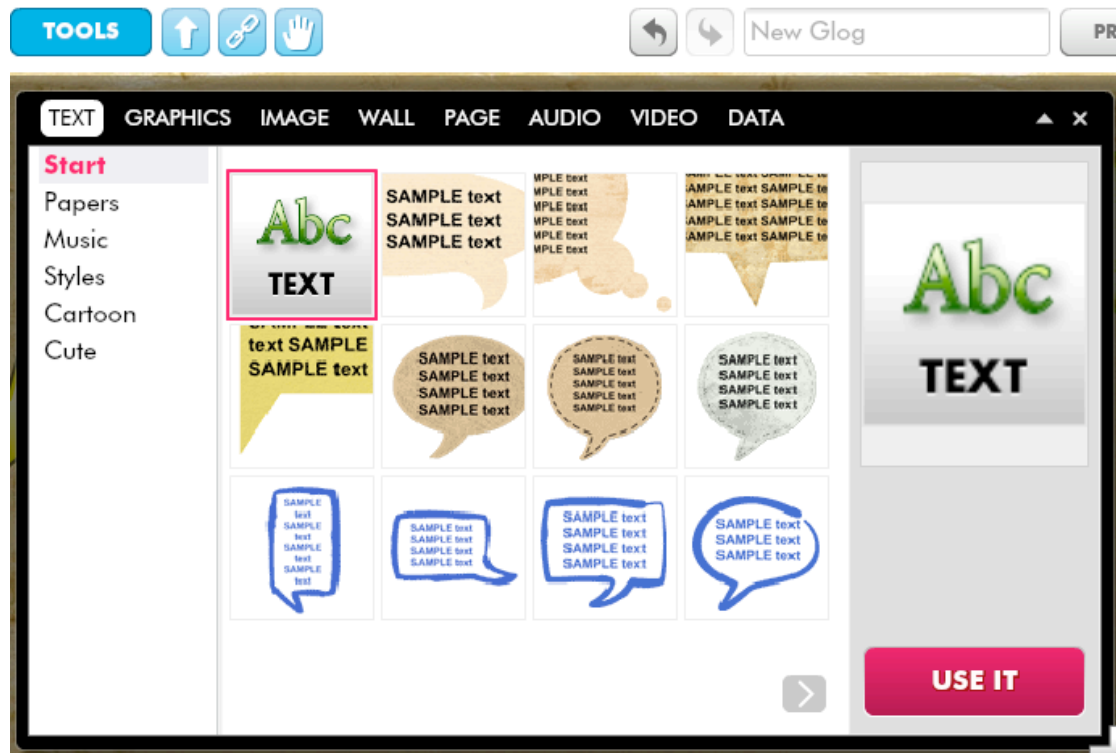
4. To delete the text from inside the shape, select the **Abl** button.



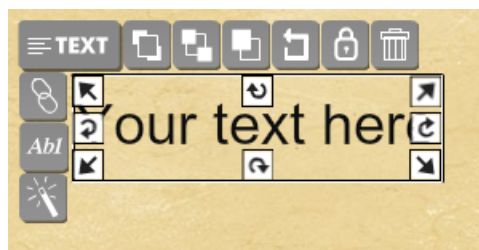
5. The CHANGE TEXT dialogue box opens and your text is highlighted. Press the DELETE button on your keyboard and then press the ENTER or RETURN button on your keyboard. Close the CHANGE TEXT popup.



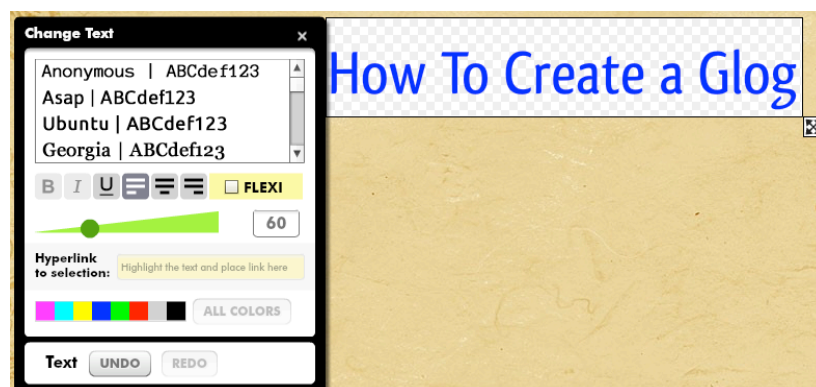
- To add your own text click on TOOLS and then click on TEXT. Select Start on the left and highlight Abc Text and click on USE IT.



- You will see a text box appear on your Glog with the message "Your text here". Select the text box by left clicking on it, and click on the Abl button.



- The Change Text dialogue appears. Select a font style size and colour for your text. Type in your heading and close the dialogue box.





9. Drag your title so it is over the banner



10. If necessary you can send your text box to the back by left clicking on it and selecting the send to back button

