There are two text tools available. The Simple Text tool creates text as an object directly on the Whiteboard. The text can be manipulated just like a shape or image in a graphic design program. The Text Editor creates a bounding box for the text. The text inside the box can be edited as in a Word document or a Publisher document.

**Use the Simple Text Tool**
- Click the **Simple Text** tool on the **Tools Palette** (image on right).
  - or
- On the **Tools Palette**, click and hold the **Text Editor** tool (image on left).
- The tool should expand and display the **Simple Text** tool (image on right).
- The **Properties Editor** will display.
  - In the **Editor**, select the font name, color, size, bold, underline, and/or italics.
  - Click the Whiteboard to place an insertion point.
  - Type the text.
  - Press **Enter** when all the text has been entered.

**NOTE:**
- Only one line of text can be entered in the Simple Text box.
- Line breaks cannot be inserted.
- The text does not automatically wrap to the next line when it reaches the edge of the Whiteboard page.
- When **Enter** is pressed, a new **Simple Text** box will appear in the Whiteboard window.

**Use the Text Editor Tool**
- Click the **Text Editor** tool (image at left).
  - or
- On the **Tools Palette**, click and hold the **Simple Text** tool (image on right).
- The tool should expand and display the **Text Editor** tool (image on left).
- Single-click on the Whiteboard to create a text box of the default size.
  - or
- Click and drag the mouse button to create a text box of the desired size.
- The **Properties Editor** will display at the bottom of the Whiteboard.
  - In the **Editor**, select the font name, color, size, bold, underline, and/or italics.
  - Input the desired text, pressing **Enter** to create a new line of text within the text box.

**NOTE:**
- The maximum number of characters for the Text Editor is 10,000.
- A scroll bar will appear on the right side of the text box if the text exceeds the space available in the text box.
- To remove the scroll bar and display all the text, resize the text box.