

Tips for Formatting News Articles when using bullet points:

The right click option doesn't work for module content. When you are adding text information, you will need to use the enter key to get a container.

If you finish adding bullet points and need a new container, click the "enter" key twice. The first "enter" will give you a new bullet point, but the second "enter" will give you a clean container.

If you are inserting text: Remember you must use the + sign from the flyout menu, insert "T" for text box.

Bullet Points:

- 1) In a clean container, click on the + sign in the flyout menu, and choose the bullet point option.
- 2) Copy the list of bullet points from textedit or notepad, and paste them into the bullet point.
- 3) You should now have many bullet points, listed in a single space format.
- 4) Click Save
- 5) You will notice you have an extra bullet point and your first bullet point is out of line.
- 6) Recopy the first bullet point info from notepad or textedit and paste it in the first bullet point slot.
- 7) Delete the bullet point that is not in the correct format.
- 8) Click Save.