

# The Text Edit toolbox



The Text Edit toolbox appears on the page whenever you create or edit text. Hundreds of options are available, yet it's easy to stick to what you know and forget to explore the potential on offer. Many fonts are available making it well worth exploring new fonts to give texts a fresh look.

## **Serious fonts**

Arial  
Times New Roman  
Garamond  
Optima  
Tahoma

## **Fun fonts**

Comic Sans  
*Lucida*  
**STENCIL**  
*Brush Script*  
*Curlyz*  
COPPERPLATE

One section of the Text Edit toolbox, which often lies unexplored, is the drop-down box which become available by clicking on the Roll Out button.

Math teachers will find the maths symbols here useful. Foreign language teachers might find it worth exploring the 'Other' section, which contains many different letters with accents. In other categories, symbols are available for a number of purposes.

Anyone using word processing programs will be used to using the Text Edit toolbox's Bold tool, the Italic too and the Underline tool. Don't forget, also, that just like in word processed documents, a block of text on a flipchart page can look much neater if it is justified.

One useful tool when creating lists is the Bullet tool. There are two buttons available, the Bullets tool itself and the Bullet Styles tool.