How to Change Fonts and Colours in the Rich Text Formatted Fields of an Orbit Information Box

Summary

Rich text formatting options in the Title and Text fields can be used to enhance or add impact to the text that will display in information boxes on the Orbit screen.

This guide will provide the steps required to enhance text in the Text box section in the Information Box Edit screen by changing the type and size and colour of the font. The same process is also used to enhance the text in the Title field box.

Enhance Text in the Text Box

1. Click on the Edit link at the top right of the information box which has text that is to be formatted.

2. Highlight the text in the Text box section.

3. Click on the down arrow next to the Font Family box.

4. Click on the Font required, for example, Comic Sans.

5. Comic Sans will display in the Font field and the font of the highlighted text will have changed accordingly.

6. With the text still highlighted, click the down arrow next to the Font Size box.
7. Click on the Font size required, for example 4 (14pt).

8. The selected font size will display in the field and the highlighted text size will have changed accordingly.

9. To change the font colour, with the text highlighted, click on the Select text colour button at the right of the toolbar at the top.

10. Click on the font colour you want from the colour “chart”.

11. Click in the text box to remove the highlighting to check that the colour is the one you require.
12. Click the **Save** button to return to the Orbit screen.

13. The text in the information box will have changed to reflect the text editing you just completed.