Text Box

When to use it

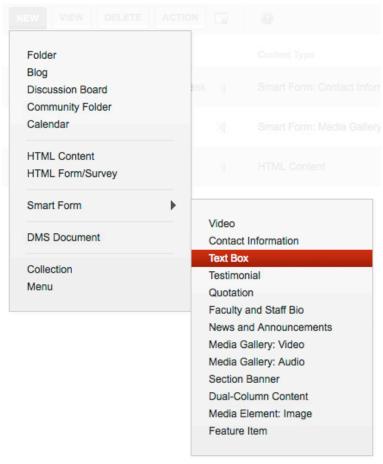
Use a Text Box to bring attention to a small amount of content by wrapping it in a styled box.

Best Practices for Use

- Keep paragraphs brief: under 50 words or so.
- Lists should be limited to 9 items if possible.
- Put longer content as part of the page's primary content.

Instructions

- 1. In the Navigation Pane, navigate to the Content folder.
- 2. In the right pane select New > Smart Form and choose Text Box.



Text Box Title

This is content inside a text box.

It is 33 words long, which is a good length. Any more than 50 words and this should probably have its own section in the primary content area.

- 3. In the **Title** text box above the content editor, type the name of the text box prepended by "Text Box:"
 - Example: "Text Box: Amazing Title" (without quotes)
- 4. Fill out the content form:

- a. **Box Title:** A very succinct description of the content of the text box. *Should not exceed 5 words. Required.*
- b. **Content:** One or two brief paragraph(s) or list(s). *Should not exceed 50 words. Do not change text color, size, or style. Required.*
- 5. Click "Publish".