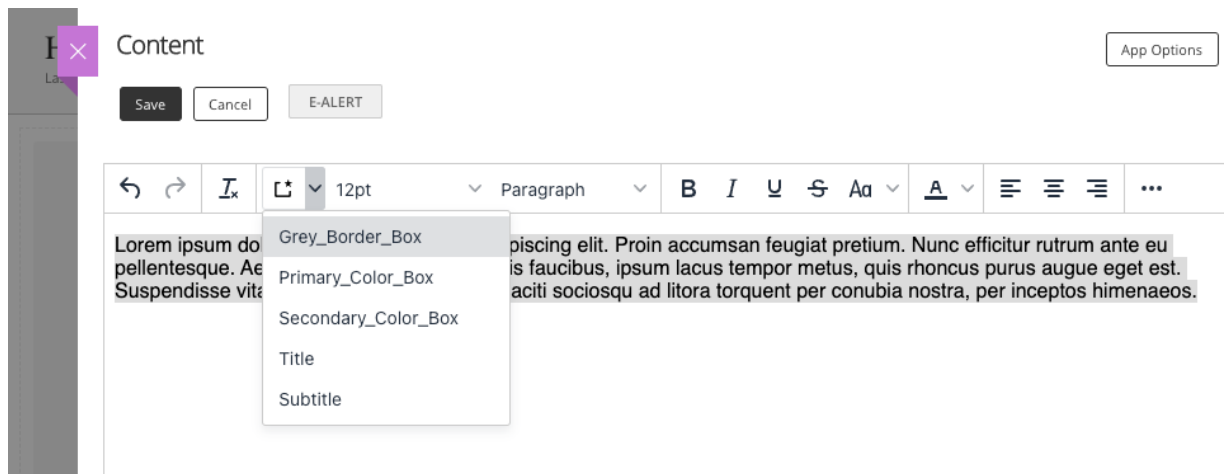


How to Apply Featured Content Styles (Colored Backgrounds and Borders)

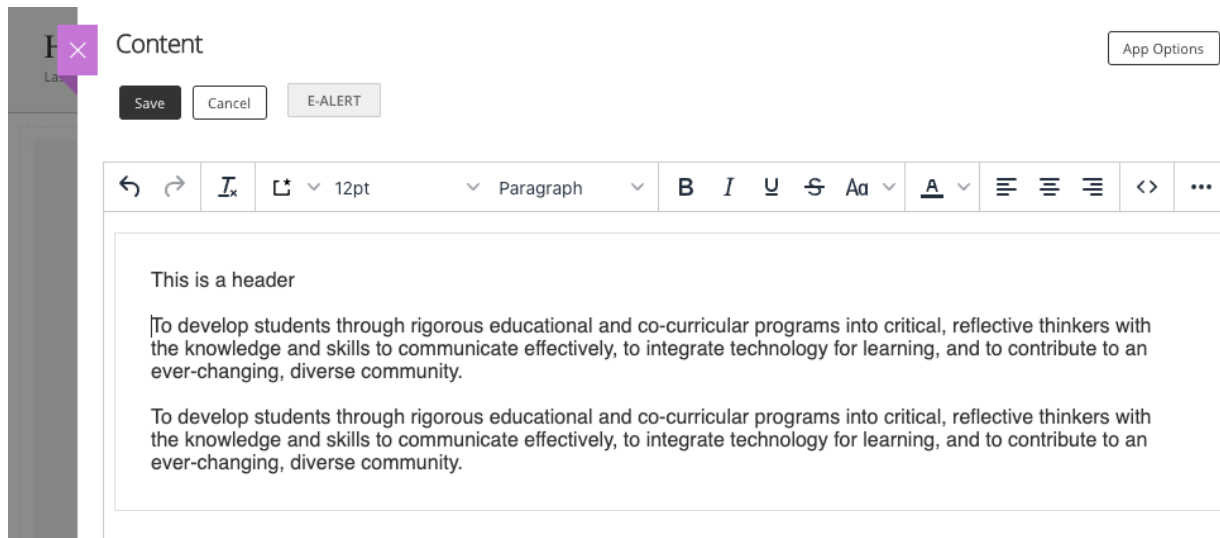
1. Go into the Content App you want to apply a style to
2. Is the content one paragraph or multiple paragraphs?
 - **If one paragraph:** Highlight the paragraph of text with your mouse and click on the Featured Content dropdown
 - Choose the style you want to apply (the options for your template may differ from what is shown in this example)



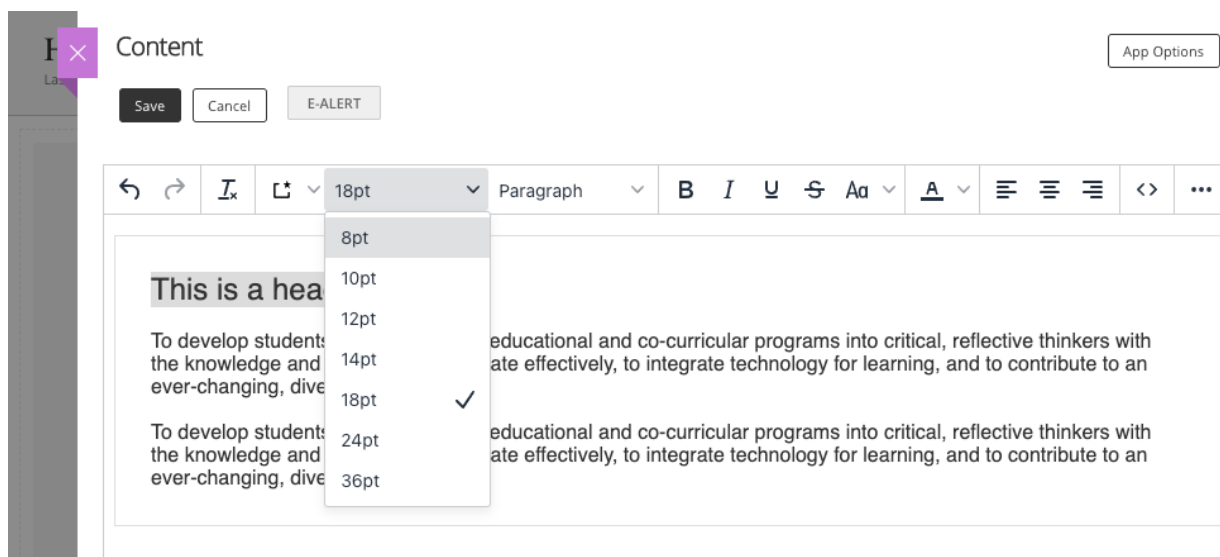
- **If your content is multiple paragraphs and you want to apply the border/background color to all content:**
 - In these instances, you must do one extra step to ensure that the style gets applied to all content rather than each individual paragraph, which would look like this:

- To avoid ending up with multiple boxes when you want all content in one box, delete the lines where you hit Return to make a new paragraph. You essentially want to turn your multi-paragraph content back into one paragraph.
- Once you have done this and have only one paragraph of text, follow the instructions above to apply the style of your choice (highlight all text and choose style from dropdown)
- Now that the style has been applied to your content, you can split your text back into multiple paragraphs, but don't just hit Enter! You must hold SHIFT while you hit ENTER/RETURN. If you do that, the style will look like this:

- If you want to add a header within your app, simply type your header text and hold SHIFT while you hit ENTER/RETURN to separate it from the paragraph text:



- Highlight your header text and choose a larger font size from the dropdown. You may also choose to make your header text Bold.



- Your result will look like this:

Content App Options

Save Cancel E-ALERT

← → *I*_x 12pt Paragraph **B** *I* U ~~S~~ Aa A ☰ ☷ ☹ <> ...

This is a header

To develop students through rigorous educational and co-curricular programs into critical, reflective thinkers with the knowledge and skills to communicate effectively, to integrate technology for learning, and to contribute to an ever-changing, diverse community.

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- NOTE: You cannot currently apply an H1-H4 within a Featured Content Style box, but our Product team is working to make this possible.