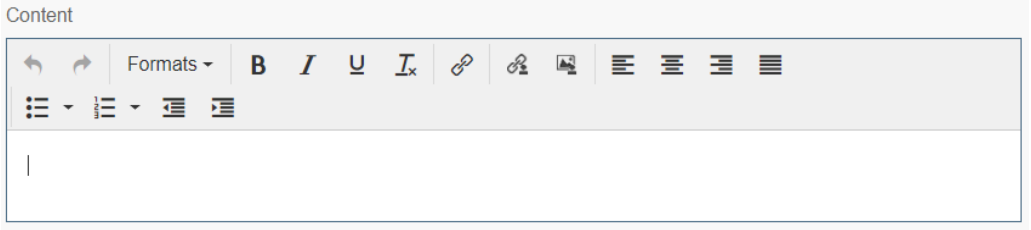
Dashboard Item: Text and Images

Kahootz Support - 2019-04-09 - Dashboards

Text and images can be used to explain the purpose of your workspace and also instruct users on what they need to do next.

To apply the **'Text and Images'** item to your dashboard:

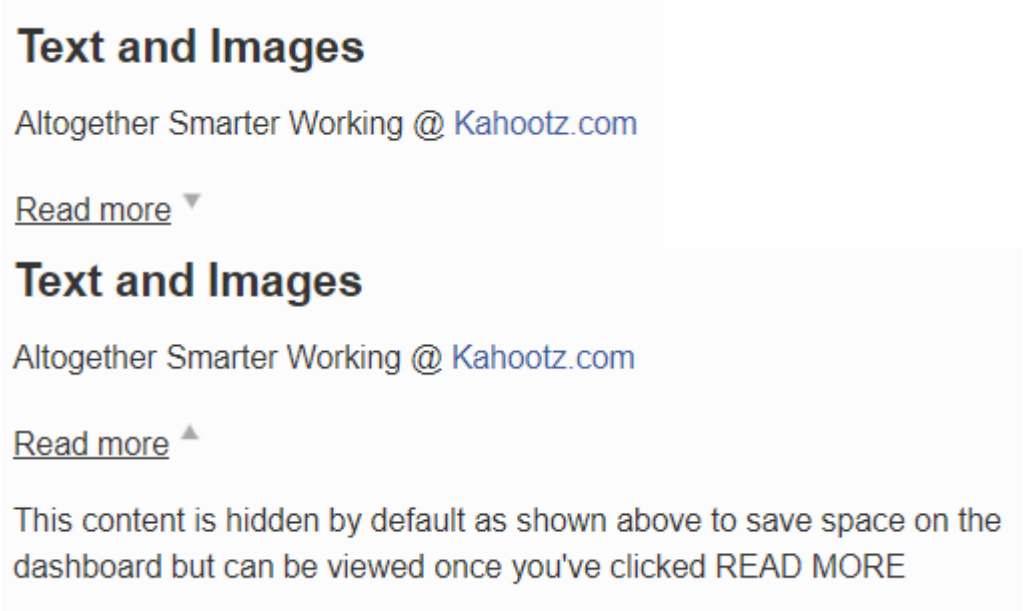
1. Open the dashboard.
2. Click the **'Configure'** cogwheel icon in the top-right corner.
3. Click **'Add Item'** and select **'Text and Images'** from the drop-down menu.
4. Provide a title if required.
5. Within the '**Content**' section, add your text or images.



6. You can apply various formatting, including (**B**) to **Bold**, (*I*) for *Italic* & (U) for Underline along with inserting images, hyperlinks, and links to workspace items.
   Also, you can align text and images to either the left, centre, or right and add number/bullet points.

   Kahootz Tip: For more information on how to use our rich text editor, read this KB article.

You can then add '**More Content**' if required. This is hidden until you click **'Read More**'



1. Define a '**Background**' colour.
2. Minimise the pop-up **'Edit Panel'** window.
3. Click **'Save'.**

   Note: You cannot enter HTML coding within the 'Text and Images' dashboard item.

Related Content

- Dashboard Items List (Full details for each Item/Feature)
- How-To use the Dashboard Builder
- Links to other items within a Workspace
- Notify other users within Kahootz "@mention" function
- Using the rich text editor