

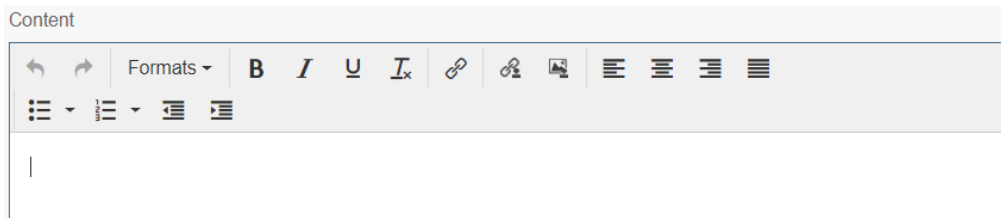
Dashboard Item: Text and Images

Software 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:

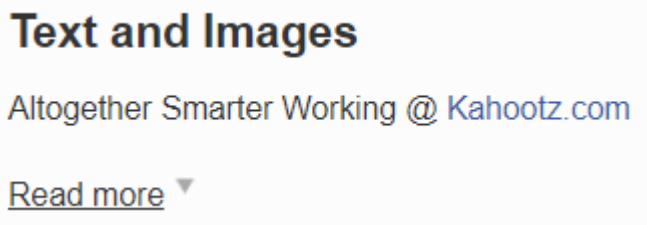
1. Open the dashboard.
2. Click the '**Configure**' cogwheel icon in the top-right corner.
3. Click '**Add Item**' and select '**Text and Images**' from the drop-down menu.
4. Provide a title if required.
5. Within the '**Content**' section, add your text or images.



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**'



Text and Images

Altogether Smarter Working @ Kahootz.com

[Read more](#) ▲

This content is hidden by default as shown above to save space on the dashboard but can be viewed once you've clicked 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](#)