

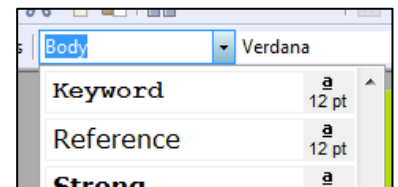
Adding HTML Tags

You may have to add an HTML H2 or H4 tag in the exam.

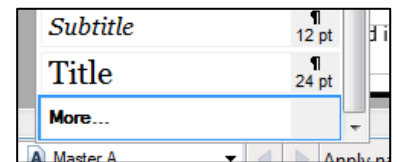
The H in H2 stands for Heading. You can add tags from H1 down to H6.

Method to add an H4 tag:

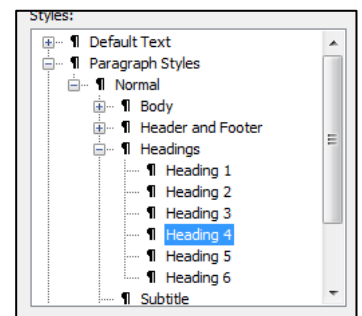
1. Create a textbox using the standard textbox tool (the T tool)
2. Add the writing required
3. Highlight the text
4. At the top of the window find the **Body drop down** – next to the name of the font



5. Go all the way to the bottom and choose **More**



6. Expand the **Headings** section
7. Choose **Heading 4** > click **OK**



You can adapt this method for other headings

Adding a set colour:

You may need to make the text a specific colour – usually one set by a hex code such as #990000

To do this you need to add the colour to the site palette. There is a separate guide for doing this, but the short version is:

1. Click **Tools > Colour scheme designer**
2. Click the **Site Palette** tab at the top right
3. Click the **+** at the bottom
4. Add the **hex code** in the box on the right – the one at the bottom

The colour will then be in the Swatches at the top right. Simply highlight the text and choose the colour.