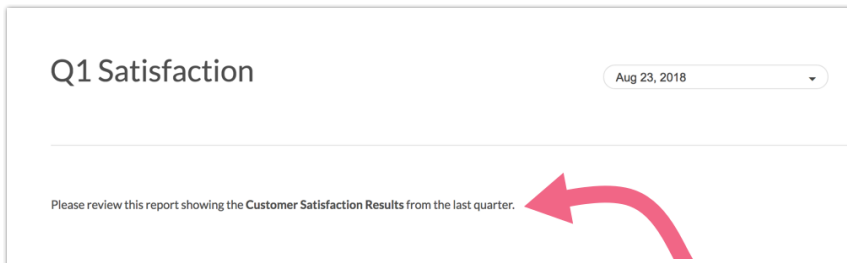


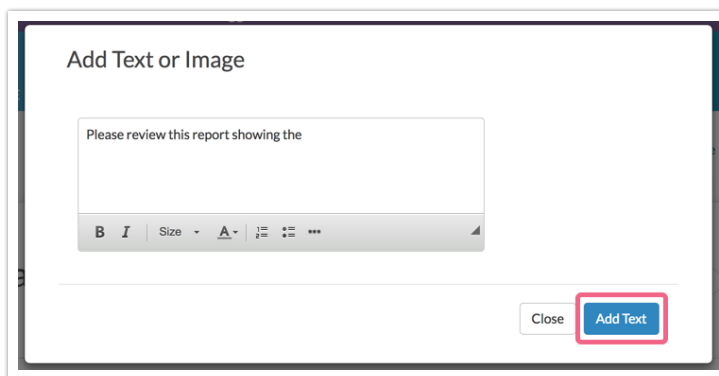
# Standard Report: Text or Image

Use the **Text or Image** Element to add text or images throughout your report to help report reviewers better understand the data that is displayed in your report.



## Add Text/Instructions to Standard Report

1. If you wish to add some text to your report, click the **Insert** option located between all report elements.
2. Select **Text or Image** using the [Insert Tool](#) .
3. Input the text/instructions into the available field. You will have access to the text editor toolbar where you can make formatting changes (bold, italics, etc.).



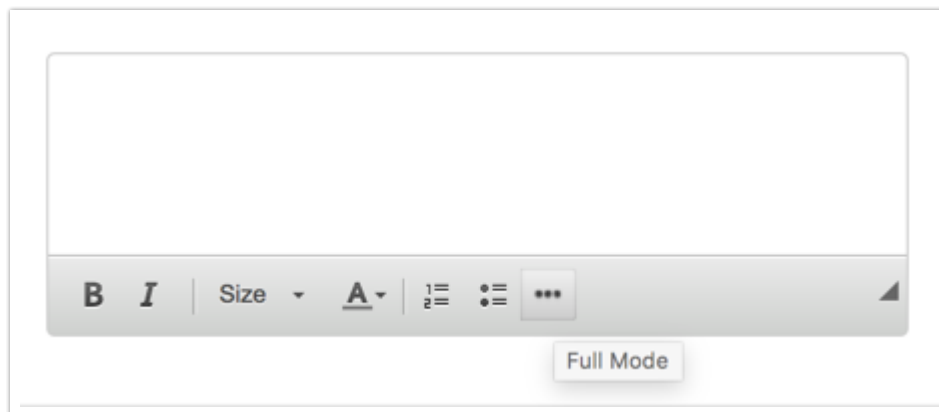
4. Click **Add Text** when you are finished.

## Add an Image to Standard Report

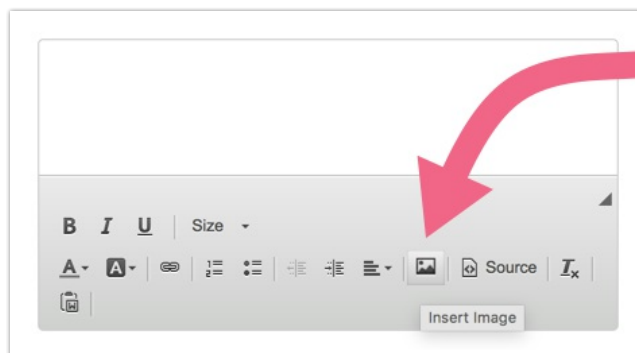
1. If you wish to add an image to your report, click the **Insert** option located

between all report elements.

2. Select **Text or Image** using the [Insert Tool](#) .
3. Click into the provided text field to activate the formatting toolbar and click the ... button to access more options via Full Mode.



4. Next, click on the Insert Image icon to add an image. You can upload an image here or choose a previously uploaded image from your [File Library](#) .



5. Click **Save** when you're done.

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