





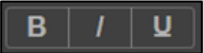




## Add text

More information on how to use Qlik can be found at [Tutorials - Qlik Sense](#) and at [Qlik Sense tutorials on YouTube](#).

### Add text to the story

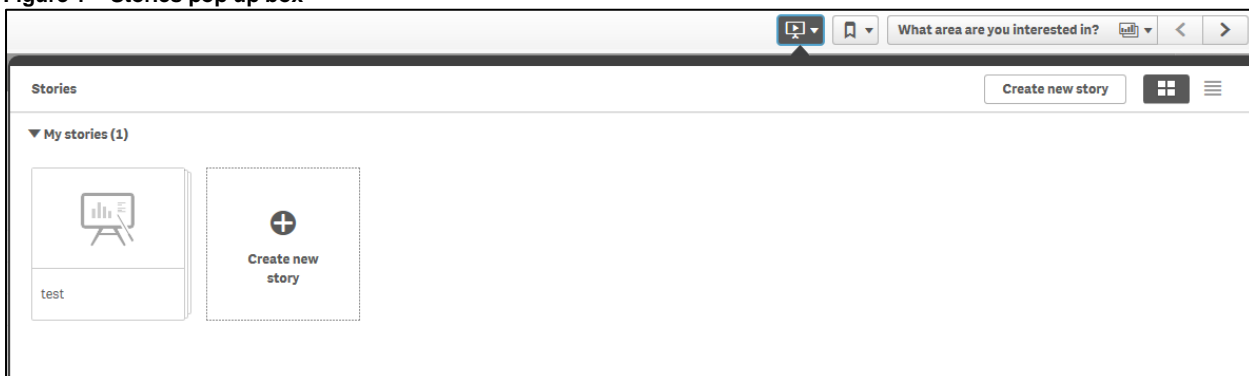
The Data Exchange reports allow you to Add text to the story by using the **Text objects** selections.

Table 1 – Title and Paragraph boxes navigation items

ITEM	DESCRIPTION
	Select the <b>edit</b> icon to display the different edit options available.
<b>Within the Title box</b>	
	Select the <b>drop down arrow</b> near the colour box to choose the font colour.
	Select <b>B</b> , <b>I</b> or <b>U</b> to make the text bold, italic or underlined.
	Select the <b>hyperlink</b> icon to link a URL to the text.
	Select the <b>handles</b> on the corner of the text box to resize the text box.
<b>Within the Paragraph box</b> - You can perform the functions available in the Title text box, as well as:	
	Select the <b>alignment</b> options to change the alignment of the text.
	Select the <b>font size drop down arrow</b> to change the size of the text.

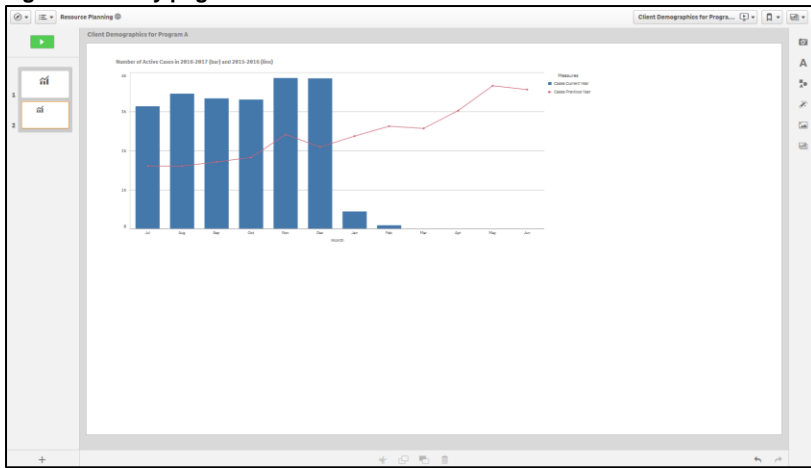
Access the required report and select . The **Stories** pop up box will display.


Figure 1 – Stories pop up box



Select the required **Story**. The **story page** will display.

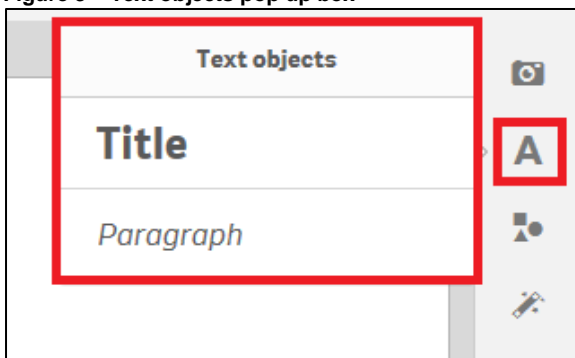
Figure 2 – Story page



Add **text** to the story page by selecting  within the functions bar found on the right-hand side of the story page.

The **Text objects** pop up box will display.

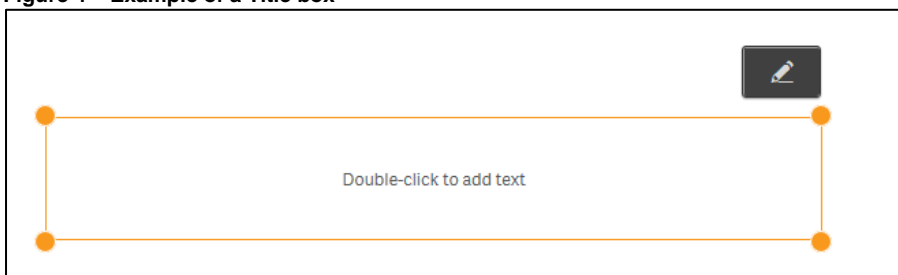
Figure 3 – Text objects pop up box




Double click on the displayed options to add either a **Title** or a **Paragraph** text box.

### Example of Title box:

Figure 4 – Example of a Title box



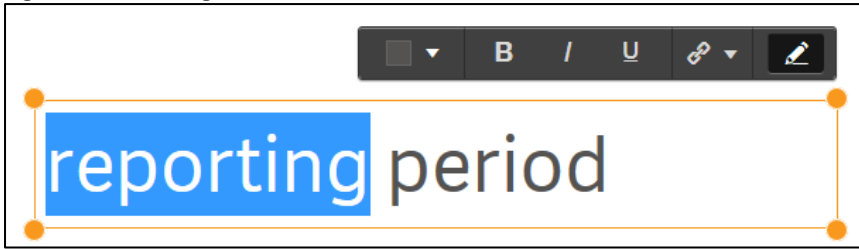
Select  to display the **Edit** options.

Use  to resize or move the image anywhere on the page.

Click and drag the text box where ever you want on the page.

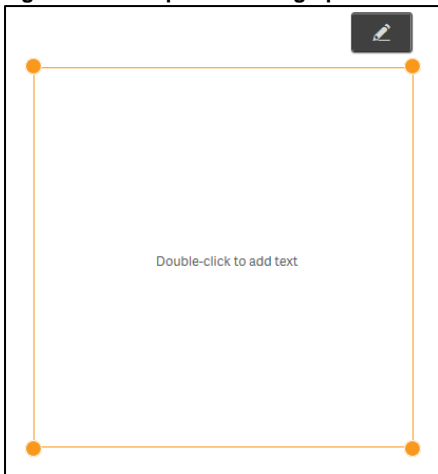
Highlight the required text to amend the font size, style, colour or to add a hyperlink.

Figure 5 – Amending the text icons




## Example of Paragraph box:

Figure 6 – Example of a Paragraph box



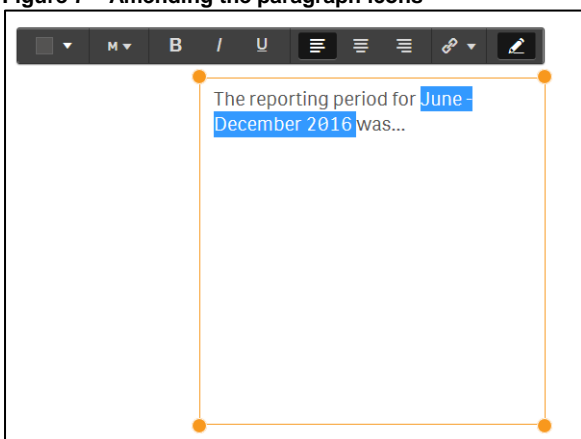
Select  to display the **Edit** options.

Use  to resize or move the image anywhere on the page.

Click and drag the text box where ever you want on the page.

Highlight the required text to amend the font size, style, colour, positioning or to add a hyperlink.

Figure 7 – Amending the paragraph icons



More information on reporting requirements can be found in the [Data Exchange Protocols. Task Cards on reports functionality can be found on the Self-Service Reports tab.](#)

For technical support; contact the Data Exchange Helpdesk by email [dssdataexchange.helpdesk@dss.gov.au](mailto:dssdataexchange.helpdesk@dss.gov.au) or on 1800 020 283 between 08.30am - 5.30pm (AEST/AEDT) Monday to Friday.