# Managing Content

Editing a page in the book interactivity is different from your usual experience with text editors. It's more like a desktop publishing tool. That is before you type text on a page, you should add a text box to the page.

- Adding a Text Box
- Adding a Picture
- Adding a Character
- Arranging Objects

Adding a Text Box

1. Click the **Text Box** button on the toolbar.
2. Click on a page where you want to place the text box and then drag out mouse to draw the box as wide as you need.
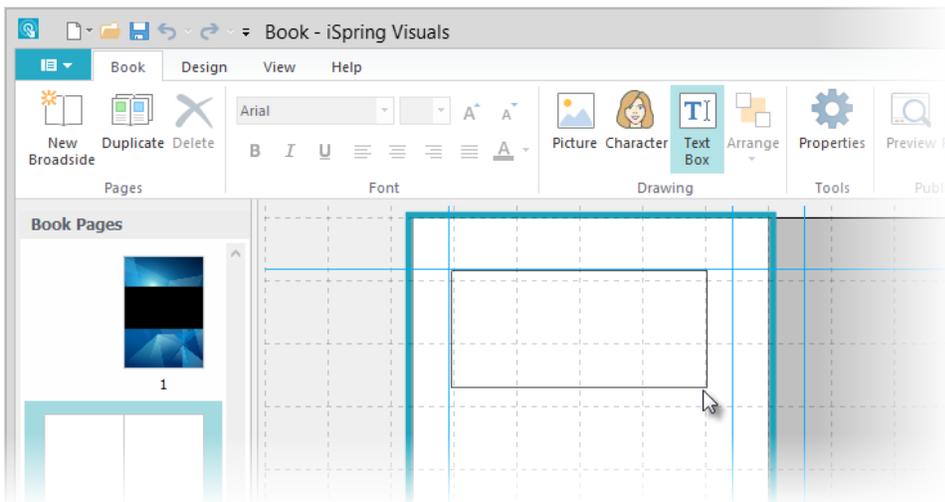
3. Now, you can click inside the text box and type the text.

Adding a Picture

1. Click the **Picture** button on the toolbar.
2. Choose an image file in the standard **Open** dialog.
3. Click **Open.**

The selected image will appear on your page. Now, you can drag it to its place and resize it if necessary.
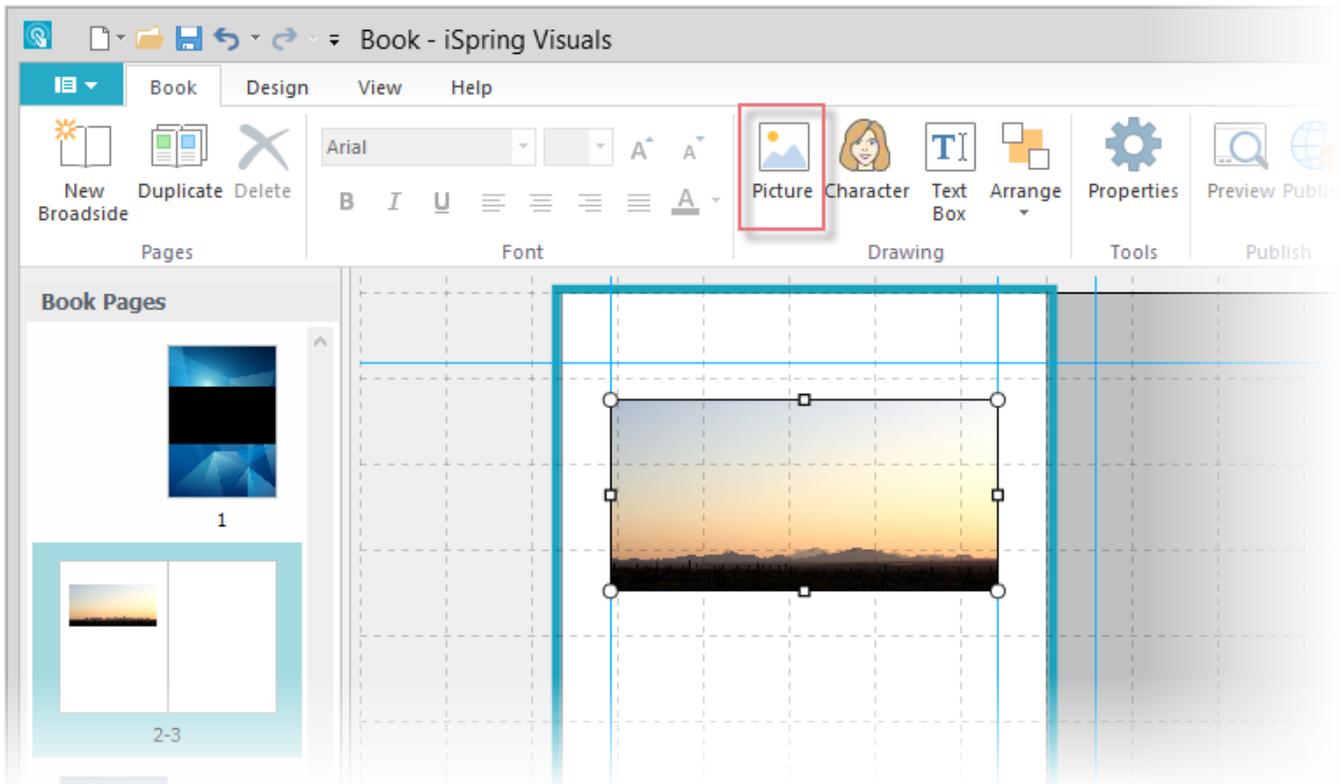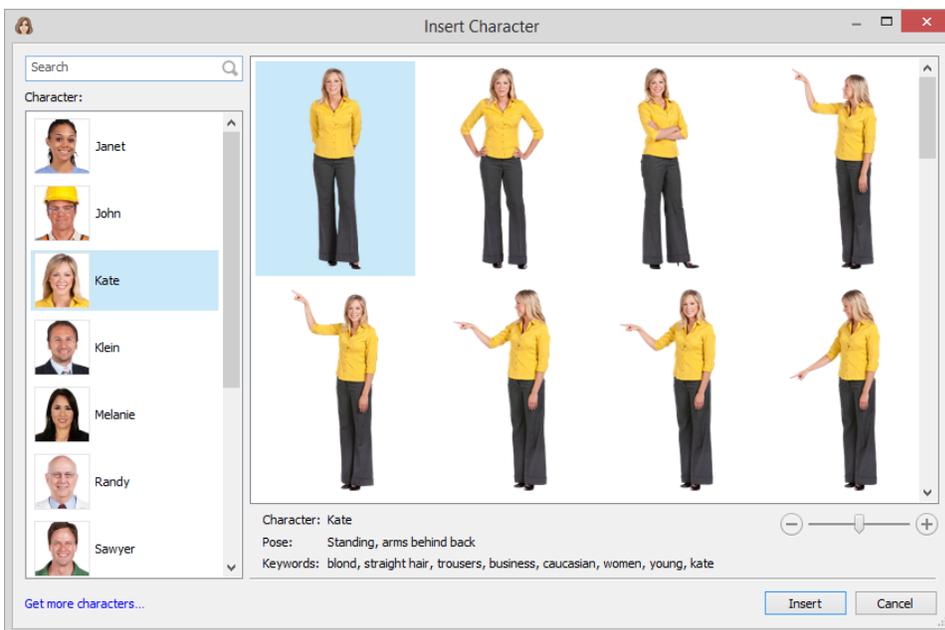
Note: You may use guides for accurate alignment of objects on a page.

Adding a Character

To add a character, do the following:

1. Click the **Character** button on the ribbon.
2. Choose a character from the list.
3. Choose the pose needed.

4. Click the **Insert** button.

You can also replace the added character with another one, change the arrangement of objects or delete it using the contextual menu. Just right-click the selected object and choose the action.

Arranging Objects

Objects on a page can overlap each other. In this case you can arrange how they are stacked by sending them backward or forward. To do that:

1. Select an object (text box or image) on a page.
2. On the toolbar, click the **Arrange** button.
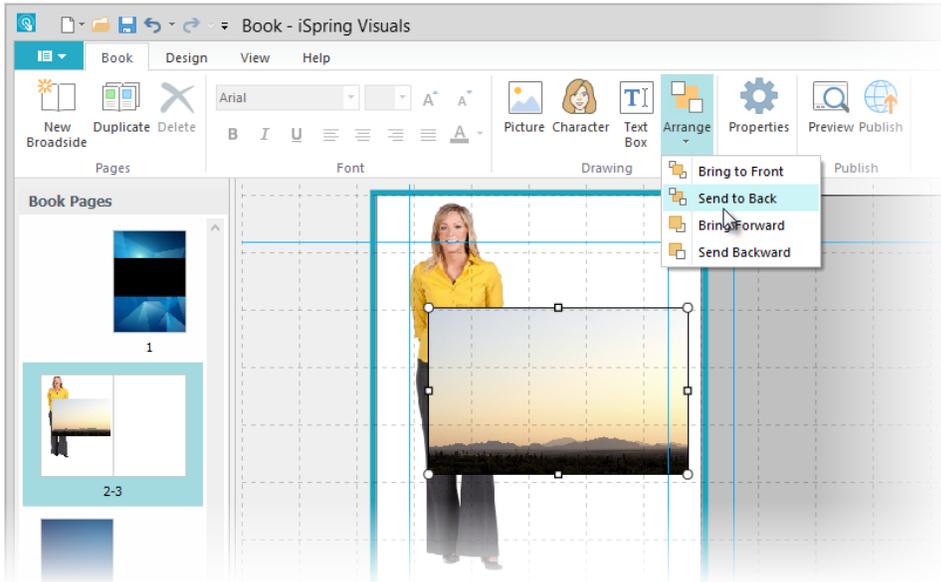
3. Choose one of the four available actions from the drop-down menu:
   - **Bring to Front**
   - **Send to Back**
   - **Bring Forward**
   - **Send Backward**

You can select multiple objects on a page (text boxes and images) and modify all selected objects at once. You have the option to change text formatting properties, move, resize, and delete all selected objects.