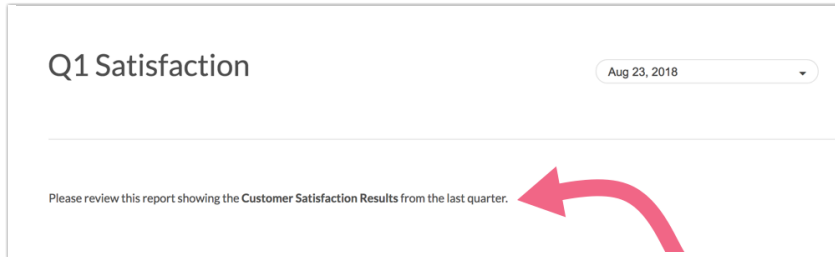


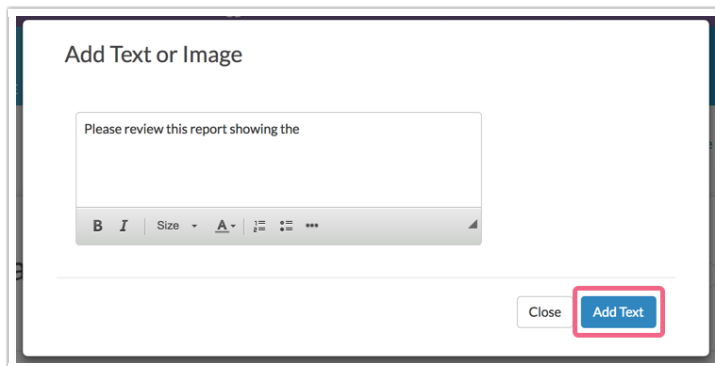
Standard Report: Text or Image

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

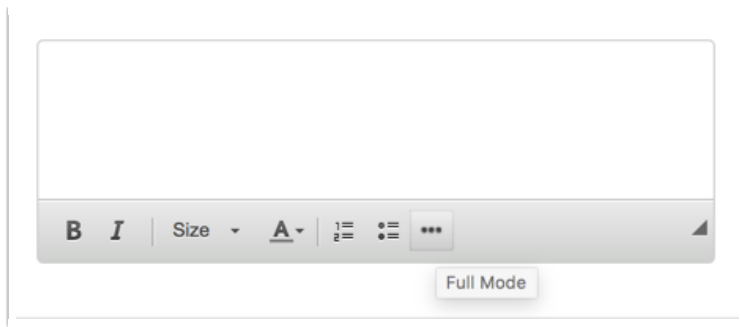
1. If you wish to add some text to your report, click the **Insert** option located between all report elements.
2. Select **Text** or **Image** using the **Insert Tool**.
3. Input the text/instructions into the available field. You will have access to the text editor toolbar where you can make formatting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



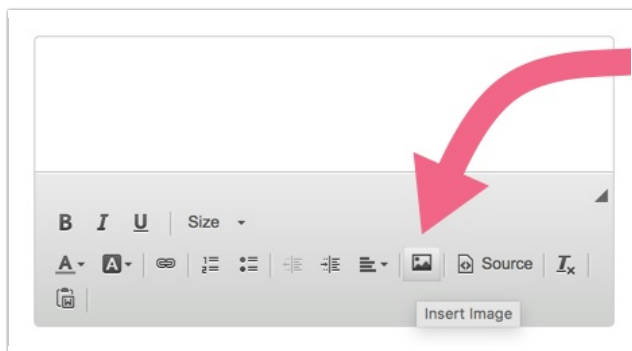
4. Click **Add Text** when you are finished.

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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