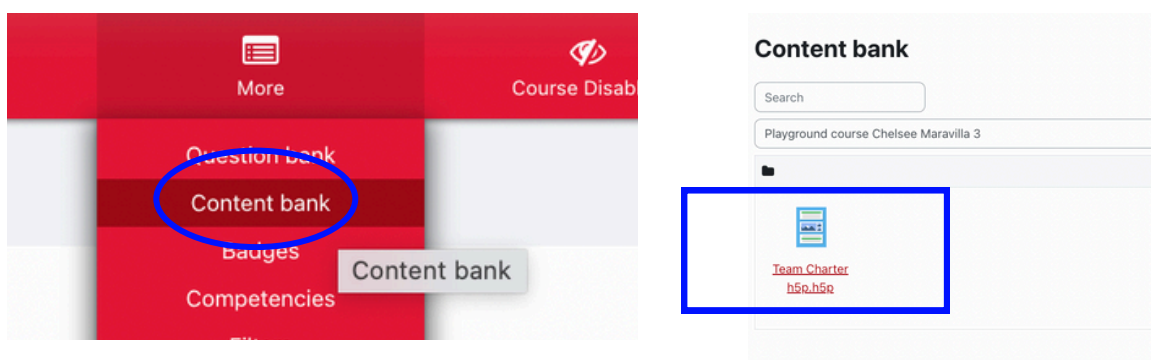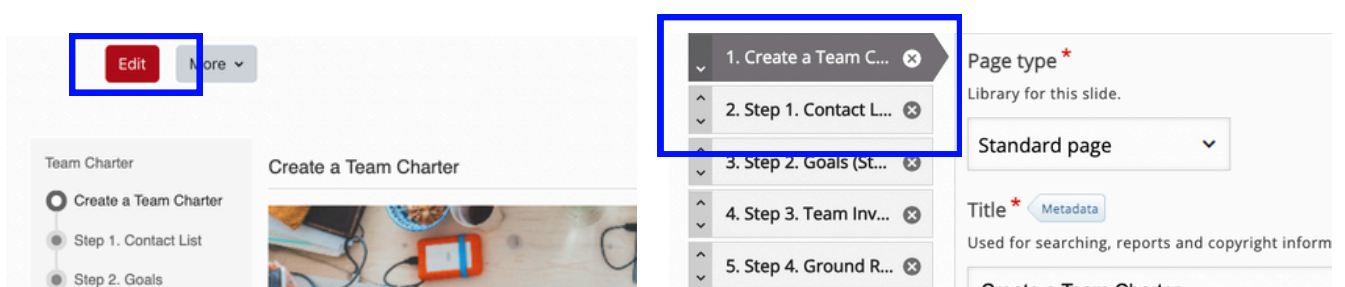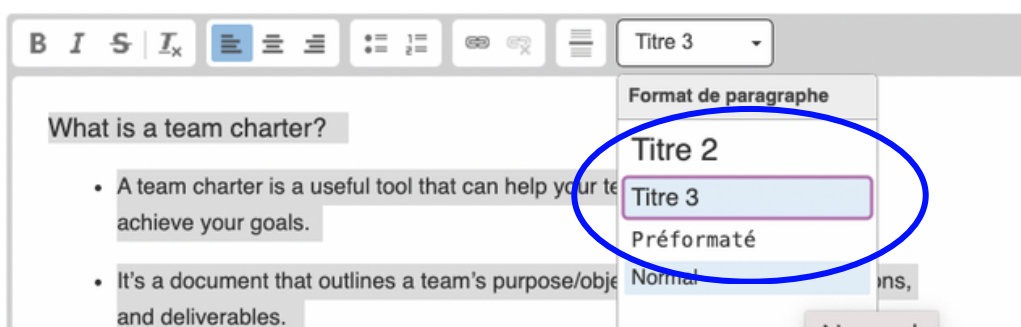**1** Locate and select the tool in your course content bank.
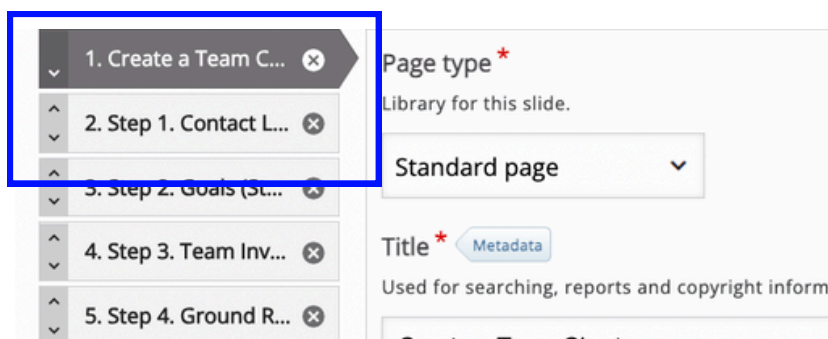
2 Look through the tool. Click "Edit" and select the tabs in the elements navigation menu to edit pages and click on the elements to edit content. Change or remove images and add or remove pages.

3 To change the text size, select the text and change paragraph format.

4 Change the order of the pages by clicking on the tabs on the elements navigation menu, hold the tab and move its place.

5 Scroll up or down and save using the save button.

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