

Adding a text box

edozo Maps offers a host of tools enabling you to annotate and edit maps.

One of the most widely used is adding text.

A text box can be added to any mapping layer both **pre** and **post purchase**.

To **add text** select the 'T' icon from 'Step 3. Choose drawing tools'

Hover over the map to position the box

Click once to start the text box and drag to achieve your desired size

A **second click adds the box to the map** with several additional options now available in the navigation pane.

- Please note, the size and positioning can also be amended retrospectively

Once the box is created, type your chosen text into the '**Placeholder text**' area

- This will now appear on your map

Use the **font, size and colour** options to annotate as necessary.

The **outer line colour** defaults to black.

- Select the black rectangle to see further colour options

Turn on the '**fill**' option in the drawing tools section to add a **background colour**

- White is the default. Select the white rectangle to see further colour options

To amend the **size** of the text box, hold down your **left cursor** and drag the boundary box.

To **move** a text box, select the edit icon in Step 3. 'Choose drawing tools' and hold down the **left cursor** button to pick up the box and reposition on the map

To **delete** a text box, ensure it is selected

- It will have a red dashed border around it to indicate this.
- Select the trash can icon that appears on the bottom row of Step 3. 'Choose drawing tools'.
 - Avoid using the trash can with circular arrow as this will delete everything added to a map

For more information on this or anything else relating to edozo Maps, please do not hesitate to get in touch with your dedicated Customer Success team ([link](#)).