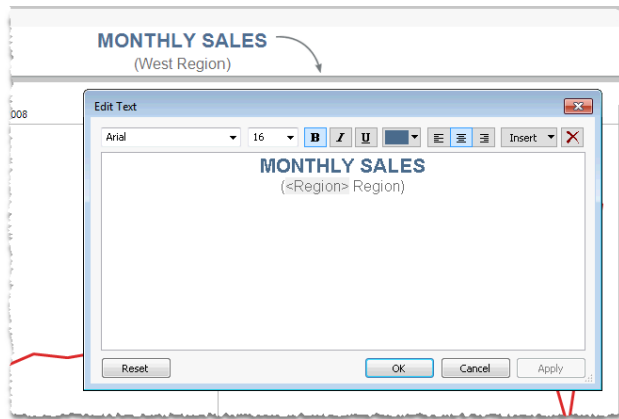


Rich Text Formatting

Format Titles, Captions, Tooltips, Quick Filter and Legend Titles, Annotations, and Text areas in dashboards using Rich Text. That means you can change the font and style for all or part of the text.

1 Format Titles and Captions

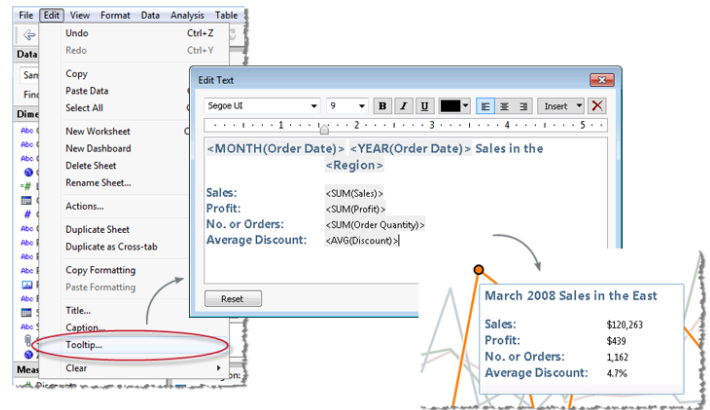
Double-click the title or caption to format the text.



Click the **Clear Formatting** button in the upper right corner of the Edit dialog box to return to the default formatting.

2 Edit Tooltips

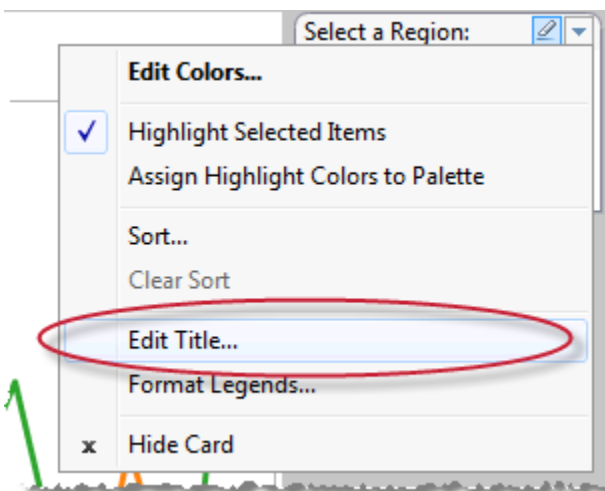
Select **Edit > Tooltip** to modify the contents of the tooltip. In addition to rich text formatting, you can also add and remove information.



Use the **Insert** menu at the top of the dialog box to add dynamic text to the tooltip. For example, you can add values based on fields used in the view.

3 Format Quick Filter and Legend Titles

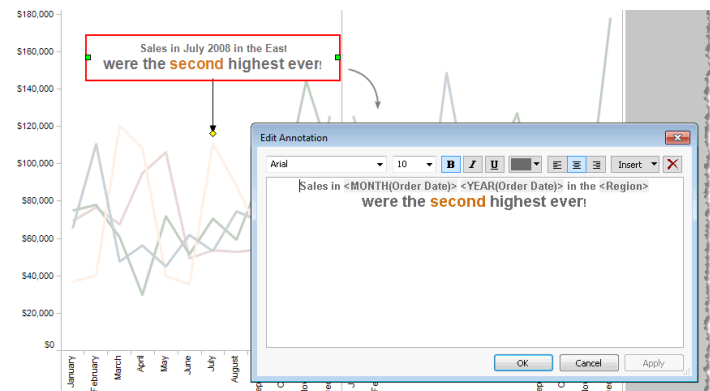
Open the quick filter or legend menu and select **Edit Title**.



Rich text formatting only shows when the Quick Filters and Legends are included in a dashboard or published to Tableau Server.

4 Format Annotations and Text Areas

Double-click an annotation or dashboard text area to format the text.



Format the annotation itself (e.g., shading, arrows, etc.) by selecting **Format > Annotations**.