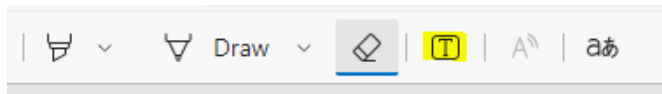**Adding text to the checklist**

To add text to the checklist you can use the add textbox function (highlighted below) when it is open as a pdf.

Once you have added all of your additional text, save the checklist as a new version and your text will save on your file.