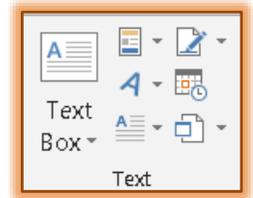


Text Boxes

Text boxes are used to pull a quote from the text in a document so it can be highlighted. Text boxes are also used to insert a border around certain items in a document or to call attention to a particular point of the document. Text boxes can be inserted around text after it has been input into the document. They can also be inserted before the text is input. The formatting of this paragraph is an example of how a text box might look in a document. Text boxes can also be used to insert sidebars and quotes in a document.

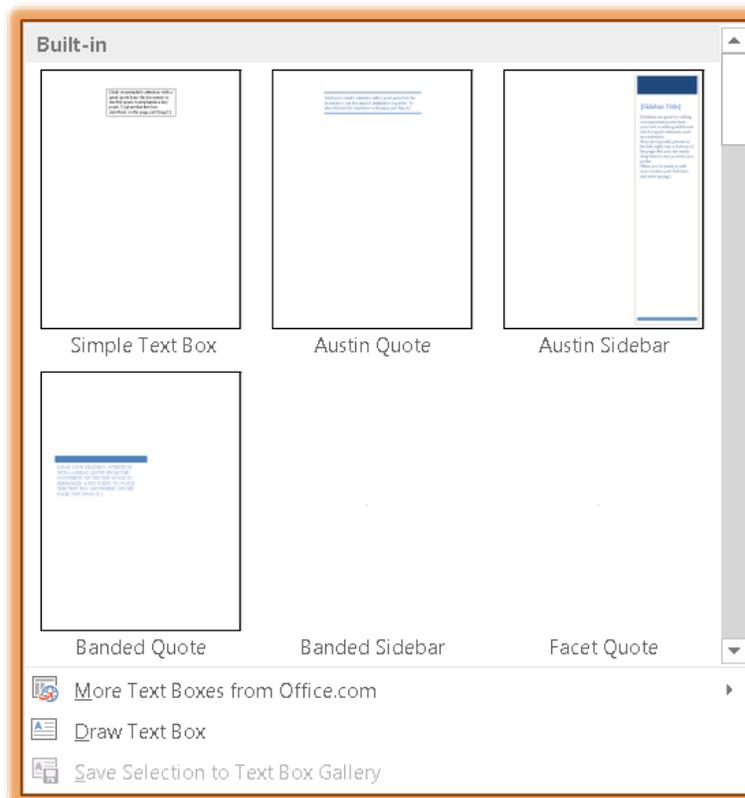
Create a Text Box Using Existing Text

- ✚ Select the text that the box is to be created for.
- ✚ Click the **Insert** Tab.
- ✚ In the **Text Group**, click the **Text Box** button (see illustration at right).
- ✚ In the list that appears, click the **Draw Text Box** link.
- ✚ The **Text Box** will appear around the text.
- ✚ If necessary, resize the Text Box so all the text will appear in the box.
 - ★ Move the mouse pointer over one of the handles (the white squares) around the edge of the box until the pointer turns to a double arrow.
 - ★ Click and drag the mouse until the box reaches the desired size.



Create a Text Box without Existing Text

- ✚ Click the **Insert** Tab.
- ✚ In the **Text Group**, click the **Text Box** button.
- ✚ A gallery of built-in text boxes will appear (see illustration below).



- ✚ Scroll down the list to see additional text box designs.
- ✚ Click on the **Text Box** design or click **Draw Text Box**.

- ★ The **Text Box** will appear in the document at the point specified in the gallery diagram.
 - ★ If **Draw Textbox** is chosen, click and drag the mouse to specify the size of the box.
- ✚ Input the text for the **Text Box**.
- ✚ The illustration below shows one of the text box designs that are available in Word.

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Format the Text Box

Once a text box has been created, the **Drawing Tools, Format Tab** is used to apply formatting to the text box. The table below describes the different groups and buttons on this ribbon.



Group/Button	Description
Insert Shapes Group	
Shapes Gallery	Click this button to see the gallery of different shapes that can be drawn within a Word document. The arrows on the right side of the gallery box are used to move through the gallery.
Edit Shape	To change the shape of the object, click this button. To change it to a free form shape, or to change the edit points, click this button.
Draw Text Box	Use this button to insert a text box into the document. This is an alternative way of inserting a text box in addition to the ways explained previously.
Shape Styles Group	
Styles Gallery	This gallery is used to apply different styles to a shape. Click the More button to see a gallery of additional shapes.
Shape Fill	Use this button to fill a text box shape with a color, gradient, texture, or picture.
Shape Outline	To change the line color and size of the border of the shape, click this button.
Shape Effects	Use this button to apply a visual effect to the object, such as a reflection, glow, shadow, or 3-D rotation.
Format Shape Task Pane	This button is located in the lower right corner of the Shape Styles Group. It is used to open the Format Auto Shape dialog box. This dialog box can be used to make additional changes to the format of the shape.
WordArt Styles Group	
Quick Styles	When this button is clicked a gallery of different visual text styles will display.

Group/Button	Description
Text Fill	Use this button to fill the text with a color, gradient, texture, or picture.
Text Outline	To change the line color and size of the border of the text, click this button.
Text Effects	Use this button to apply a visual effect to the text, such as a reflection, glow, shadow, or 3-D rotation.
Format Text Effects: Text Box Task Pane	Click this button to show the Format Shape Task Pane. Different options for working with WordArt Shapes are available in this Task Pane.
Text Group	
Text Direction	Use this button to change the direction of the text to vertical or stacked. This area can also be used to rotate the text to the desired direction.
Align Text	To change how text is aligned in the text box, click this button. The options are top, middle, or bottom.
Create Link	This button is used to create a link between one text box and another one so that text flows between them. Text will flow from the current text box to the other one.
Arrange Group	
Position	To select the position of the shape within the document, click this button. Move the mouse pointer over each of the options to see a Live Preview of the location. Click More Layout Options to display additional wrapping options.
Wrap Text	When text in a document needs to wrap around the shape, click this button. A list of different text wrappings will display. Click the More Layout Options button to display some additional options
Bring Forward	When a shape is placed behind another shape, this button is used to bring the bottom shape in front of the other one.
Send Backward	This button is used to send a shape that is on top of another one to the back of the top one.
Selection Pane	To display a list of all the objects in a document, click this button. This makes it easier to select an object, change the order of the object, or to change the visibility of the object.
Align	This option is used to align different shapes either at the top, bottom, left, or right. Before the shapes can be aligned, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items.
Group	Once a group of shapes has been formed into an item such as a logo, use this button to group the items together so the shapes become as one. Before the shapes can be grouped, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items

Group/Button	Description
Rotate	To rotate or flip the selected shape, click this button. A list of possible options will display. For additional rotation options, click More Rotation Options .
Size Group	
Shape Height	To change the height of the shape, click the spinner arrows for this option.
Shape Width	Click the spinner arrows for this option to change the width of the shape.
Advanced Layout: Size Dialog Box Launcher	To open the Layout dialog box with the Size tab selected, click this button. It is located in the lower right corner of the Size Group.

Resize and Move Text Boxes

- ✚ Select the **Text Box**.
- ✚ With the **Text Box** selected, drag any sizing handle to reshape the object until the text is the desired size.
 - ★ The **Resizing Handles** appear along the outside edges of the **Text Box**.
 - ★ The **Mouse Pointer** will change to black arrows.
 - ★ The **Text Box** can be resized using these arrows.
- ✚ To move the **Text Box** to a different area in the document, click on the object and then drag it to the desired location in the document. The mouse pointer will change to a four headed arrow as shown in the illustration at the right. 
- ✚ Instead of dragging the object, it is possible to use the up, down, right, and left arrow keys on the computer keyboard.
- ✚ Click outside the **Text** to deselect the box.