

Using Text Boxes in Word

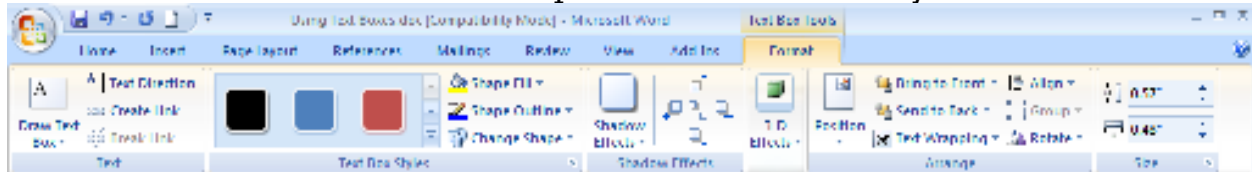
Text boxes are a useful formatting tool that allow text to be placed, and easily moved, anywhere on a page.

Inserting a Text Box

1. Click on the *Insert* tab on the *Ribbon*, and click on the *Text Box* command in the *Text* group.
2. A menu will come up with many pre-formatted text box options. Choose one, or click on *Draw Text Box* at the bottom of the list.
3. If you select *Draw Text Box*, your mouse pointer should now be a plus sign. This is the text box drawing tool. Position the drawing tool on the page where you would like the upper left corner of the text box to be. Click and drag diagonally down and to the right to “draw” the text box on the screen. You should see a rectangle opening up as you are drawing. Let go of the mouse button when the text box is the desired size.
4. Your text box is ready to have text typed into it. Remember that formatting text inside a text box works that same way as changing text in Word. First, you must select the text and then you can make changes to it using the *Home* tab on the *Ribbon* or the *Mini Menu*.

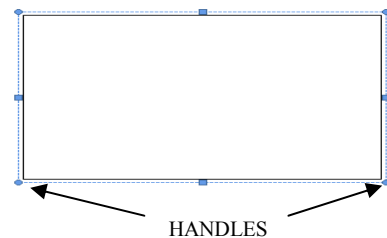
The Text Box Tools Ribbon

The *Text Box Tools* tab should come up on the *Ribbon* as soon you select the text box.



Sizing the Text Box

1. Position your mouse pointer over one of the handles and notice that the mouse pointer changes to a double-headed black arrow.
2. Using this new mouse pointer, click, hold down the left mouse button, and drag the mouse away from the text box to increase the size or drag toward the center of the box to decrease the size.
3. Release the left mouse button when finished.



Remember: Use the top, bottom, left, or right handles to increase or decrease the text box in one direction only. To keep the original proportions of the text box, use the corner handles.

Moving the Text Box

1. Place the mouse pointer exactly on the outline of the text box somewhere in between the handles, NOT on a handle. Your mouse pointer should become a four-headed black arrow.
2. Click, hold down the left mouse button, and drag to move the text box to the new area. A dotted box will follow your mouse movement indicating the text box's new location. Release the left mouse button when finished moving.

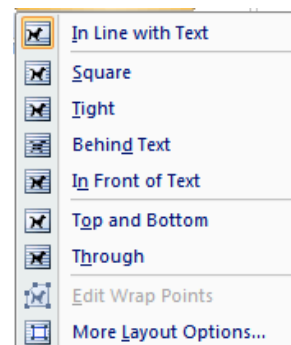
Text Wrapping

Text wrapping controls the relationship of the text box to the text outside it.

To change the text wrapping:

The text box must always be selected first. To do this, click once on the text box. You can tell when it is selected because you will be able to see the handles.

1. When the text box is selected, the *Text Box Tools* tab will appear on the *Ribbon*.
2. In the *Arrange* group, click on the *Text Wrapping* command to open the drop down menu.
3. Click on your choice to apply the text wrapping style.



Changing the Background and Lines

You have the option of changing the background or fill color in your text box as well as the outline around the text box. Your text box must always be selected first. To do this, click once on the text box. You can tell when it is selected because you will be able to see the handles.

1. You can use the *Text Box Styles* group on the *Text Box Tools* tab on the *Ribbon*, or click on the dialog box launcher in the bottom right corner of the *Text Box Styles* group to open the *Format Text Box* dialog box.
2. Click on the *Colors and Lines* tab.
3. In the *Fill* section, click on the down arrow at the end of *Color*: to choose the background color for the text box.
4. Click on the down arrows in the *Line* section at the end of *Color*, *Style*, *Dashed*, and *Weight* to change the color, type, and thickness of the text box outline. If you would like no line around the text box, select the *No Line* option from the *Color*: drop down menu.
5. Click on the *OK* button to return to the document and apply the changes to your text box.



Changing Text Direction

1. Select the text inside the text box.
2. Make sure the *Text Box Tools* tab is selected on the *Ribbon*.
3. Click on the *Text Direction* command in the *Text* group.
4. As you keep clicking, the text inside the text box will rotate among vertical down, vertical up, and horizontal.