

Lesson 5 Graphics Text Boxes

Text Boxes

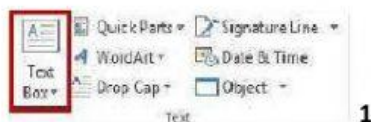
A text box brings focus to the content inside and is helpful for showcasing text (e.g. headings, or quotes). You can use text boxes to place text at specific locations in a document, and format the text box with a border, shading etc.

Inserting a Text Box

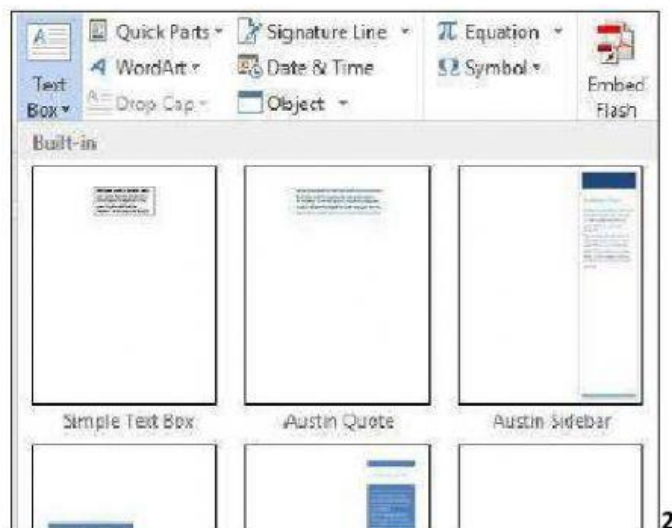
The following instructions explain how to insert a text box into your document.

1. Click the **Insert** box. 

2. In the **Text** group, click the **Text Box** icon (1).

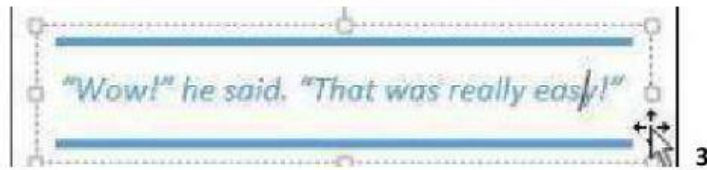


3. A list of pre-defined text boxes will appear. Click on a **text box**. (2)



4. The **Text** Box will be inserted into your document. Click on the **Text Box** and begin typing to add your text.

5. To move the **text box**, select the *text box*. Then drag the border of the text box the new location (3)



5. You can re-size your text box the same way you re-size pictures. Refer to previous lessons on *Re-sizing Graphics* .

Drawing a Text Box.

In addition to selecting a present text box, you can also draw your own text box and insert it into your document. The following explains how to draw a text box:

1. From the **Insert** tab,click the **Text Box** icon (1).

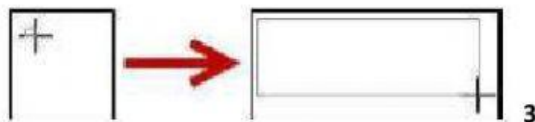


2. A list of pre-defined text boxes will appear, At the bottom of the window, click on **Draw Text Box**. (2)



3. Your cursor will change to crosshair + and you will be ready to draw your text box.

4. To draw your text box within your document, hold the left mouse button and **drag** the cursor to draw the text box (3)



5. Release the left mouse button when you are finished drawing your text box. The text box will be added to your document and you can begin entering text.

Flowing Text between Text Boxes.

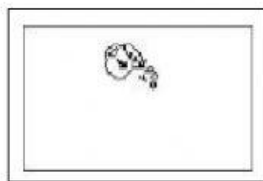
It is possible to connect two empty text boxes so your text can flow from one box into the other, The following explains how to allow text to flow between text boxes.

1. **Delete** any text in the *second text* box (Text will only flow into an empty text box.)
2. Select the **Text Box** to display the *Drawing Tools - Format* tab in the **Ribbon**.
3. In the **Text** group,click the **Create Link** button.(1)



1

4. The mouse pointer will change to picture.
5. Move the mouse pointer over the second text box (the pitches will change to a pouring pitcher) and left click the inside of the second text box. (2)



2

6. When the first text box is full the text will begin to flow to the second text box.(3)



3

Questions

1. Describe how to insert a text box.

2. Explain how to draw a text box.

3.Explain the steps of flowing text between text boxes.