

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. This portion of the document shows how different formatting can be applied to a text box.

Creating a Text Box Using Existing Text

- ❖ Select the text that the text is to be created for.
- ❖ Click the **Text Box** button on the **Drawing** toolbar (see illustration at right).
- ❖ A box should appear around the selected 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 small white circles) 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.



Creating a Text Box Without Existing Text

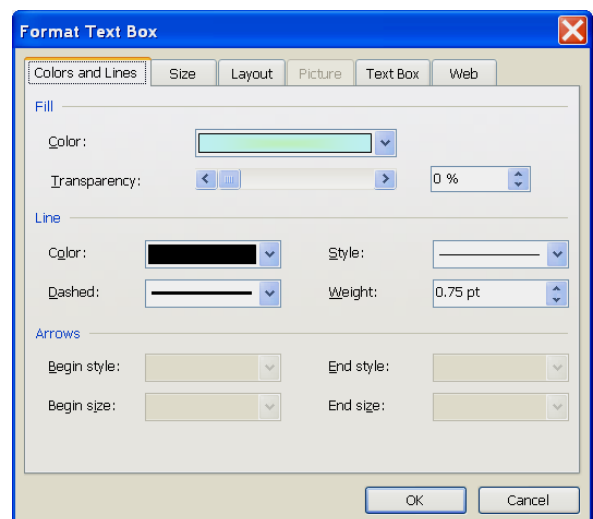
- ❖ Click the **Text Box** button on the **Drawing** toolbar (see illustration at right).
- ❖ Move the mouse into the document.
- ❖ The **Mouse Pointer** will change to a plus sign.
- ❖ Click and drag the mouse to draw the **Text Box**.
- ❖ Once the **Text Box** has been drawn, input the information.



Formatting the Textbox

Once a text box has been created, the text in the box can be formatted in the same way as text in the rest of the document. Also, other formatting can be applied to the box such as changing the color of the border or applying color to the whole box.

- ❖ With the Text Box selected do one of the following:
 - Right-click the border of the **Text Box** and then choose **Format Textbox** from the shortcut menu.
 - Double-click the border of the textbox.
- ❖ The **Format Text Box** dialog box will appear (see illustration at right).
- ❖ If necessary, click on the **Colors and Lines** tab.
- ❖ Click the **Fill Color** drop-down arrow to insert a color into the interior of the box.
- ❖ Click the **Fill Effects** button in the **Fill Color** dialog box to select one of the following options:
 - **Gradient** – This option is used to apply different shades and colors to the object.
 - **Texture** – This option provides a gallery of different textures that can be applied to the object.



- **Pattern** - To access a gallery of different patterns that can be applied to the object, choose this option.
- **Picture** - To locate a gallery of pictures, click this tab. These are personal pictures that can be applied to the object.
- ❖ Click the **Color** drop-down arrow to change the color for the line.
- ❖ Click the **Style** drop-down arrow to change the style for the line.
- ❖ Click the **Weight** spinning arrow to change the thickness of the line.