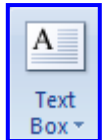


## Text Boxes

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.

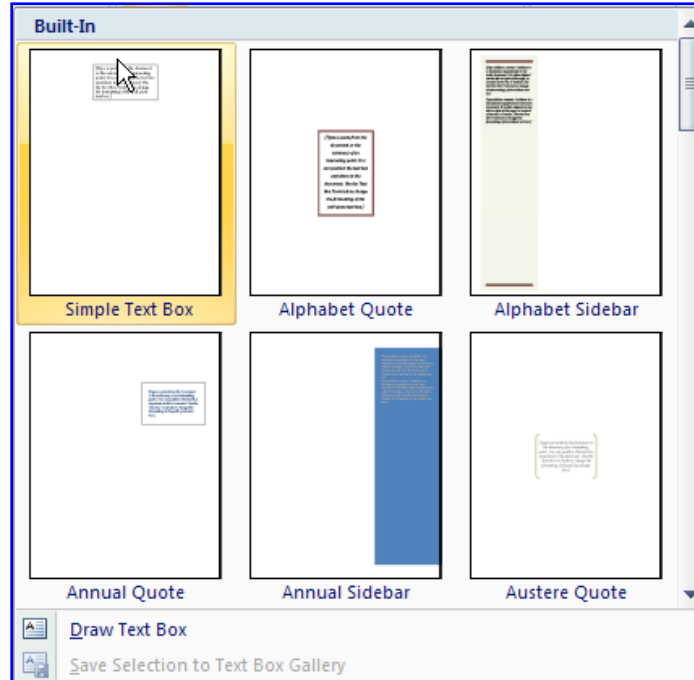
### Creating a Text Box Using Existing Text

- ❖ Select the text that the text 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 green circles and 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.



### Creating a Text Box Without Existing Text

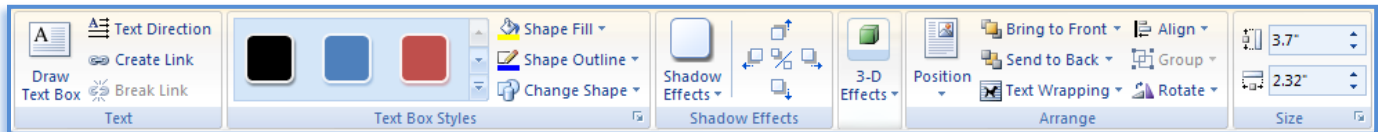
- ❖ Click the **Insert Tab**.
- ❖ In the **Text Group**, click the **Text Box** button.
- ❖ A gallery of built-in text boxes will appear (see illustration below).



- ❖ Scroll down the list to see additional text box designs.
- ❖ Click on the Text Box design.
- ❖ The **Text Box** will appear in the document at the point specified in the gallery diagram.
- ❖ Input the text for the **Text Box**.

## Formatting the Text Box

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



Group/Button	Description
<b>Text Group</b>	
<b>Draw Text Box</b>	This button is used to draw an outline of a text box instead of using one of the predefined (built-in) shapes for the text box.
<b>Text Direction</b>	To change the direction of the text in the text box, click this button. Each time the button is clicked, the text will change to a different direction.
<b>Create Link</b>	Click this button to link this text box to another text box so that the text will flow from one box to another.
<b>Break Link</b>	To break the link between two or more boxes, click this button.
<b>Text Box Styles Group</b>	
<b>Text Box Styles Gallery</b>	This gallery is used to apply different background and styles to a text box. Click the <b>More</b> button to see a list of additional styles. To move from one line to another, click the up and down arrows at the end of the gallery.
<b>Shape Fill</b>	To customize the fill for the shape, click this button. There are several different options that may be used to fill a shape such as color, gradient, or picture.
<b>Shape Outline</b>	To change the style and color for the border of the text box, click this button.
<b>Change Shape</b>	Click this button to change the shape of the text box. A gallery of different shapes will appear. Click any of the shapes to apply it to the text box.
<b>Dialog Box Launcher</b>	To open the Format Text Box dialog box with the Colors and Lines tab selected, click this button. It is located in the lower right corner of the Text Box Styles dialog box.
<b>Shadow Effects Group</b>	
<b>Shadow Effects Gallery</b>	To select a shadow or to change the shadow for the text box, click this button. A gallery of different shadow effects will appear. Move the mouse pointer over the items to see a Live Preview of the shadow effect. Click the effect to apply it to the image.
<b>Nudge Up</b>	Click this button to move the shadow up.
<b>Nudge Right</b>	This button is used to move the shadow to the right.
<b>Nudge Down</b>	To move the shadow down on the image, click this button.
<b>Nudge Left</b>	Click this button to move the shadow to the left.

Group/Button	Description
<b>3-D Effects Group</b>	
<b>3-D Effects Gallery</b>	Click this button to add a 3-D effect to the text box. When the button is clicked, a list of different options will appear. Click the 3-D Effects button to display a gallery of effects that can be applied to the Text Box.
<b>Tilt Up</b>	This button is used to tilt the text box forward. It is located at the top of the group of commands on the right side of the box.
<b>Tilt Right</b>	To tilt the Text Box to the right, click this button. It is located on the right side of the group of commands on the right side of the box.
<b>Tilt Down</b>	Click this button to tilt the Text Box down. It is located on the bottom of the group of commands on the right side of the box.
<b>Tilt Left</b>	This button is used to tilt the Text Box to the left. It is located on the left side of the group of commands on the right side of the box.
<b>3-D On/Off</b>	This button is located in the middle of the group on the right. It is used to turn the 3-D effect on and off.
<b>Arrange Group</b>	
<b>Position</b>	To select the position of the text box 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.
<b>Bring to Front</b>	When a text box is placed behind another text box, image, or shape, this button is used to bring the bottom text box, image, or shape in front of the other one.
<b>Send to Back</b>	This button is used to send a text box that is on top of another one to the back of the top one.
<b>Text Wrapping</b>	When text in a document needs to wrap around the text box, click this button. A list of different text wrappings will display. Click the More Layout Options button to display some additional options.
<b>Align</b>	This option is used to align different text boxes either at the top, bottom, left, or right. Before the text boxes can be aligned, they must be selected. To select several text boxes, click the first box and then hold down the Shift key to select additional boxes.
<b>Group</b>	Once a group of text boxes has been created, use this button to group the items together so the objects become as one. Before the boxes can be grouped, they must be selected. To select several boxes, click the first box and then hold down the Shift key to select additional boxes.
<b>Rotate</b>	To rotate or flip the selected text box, click this button. A list of possible options will display. For additional rotation options, click the More Rotation Options.

Group/Button	Description
<b>Size Group</b>	
<b>Height</b>	To change the height of the text box, click the spinner arrows for this option.
<b>Width</b>	Click the spinner arrows for this option to change the width of the text box.
<b>Dialog Box Launcher</b>	To open the Format Text Box dialog box with the Size tab selected, click this button. It is located in the lower right corner of the Size Group.

## Resizing and Moving 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
- ❖ 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.