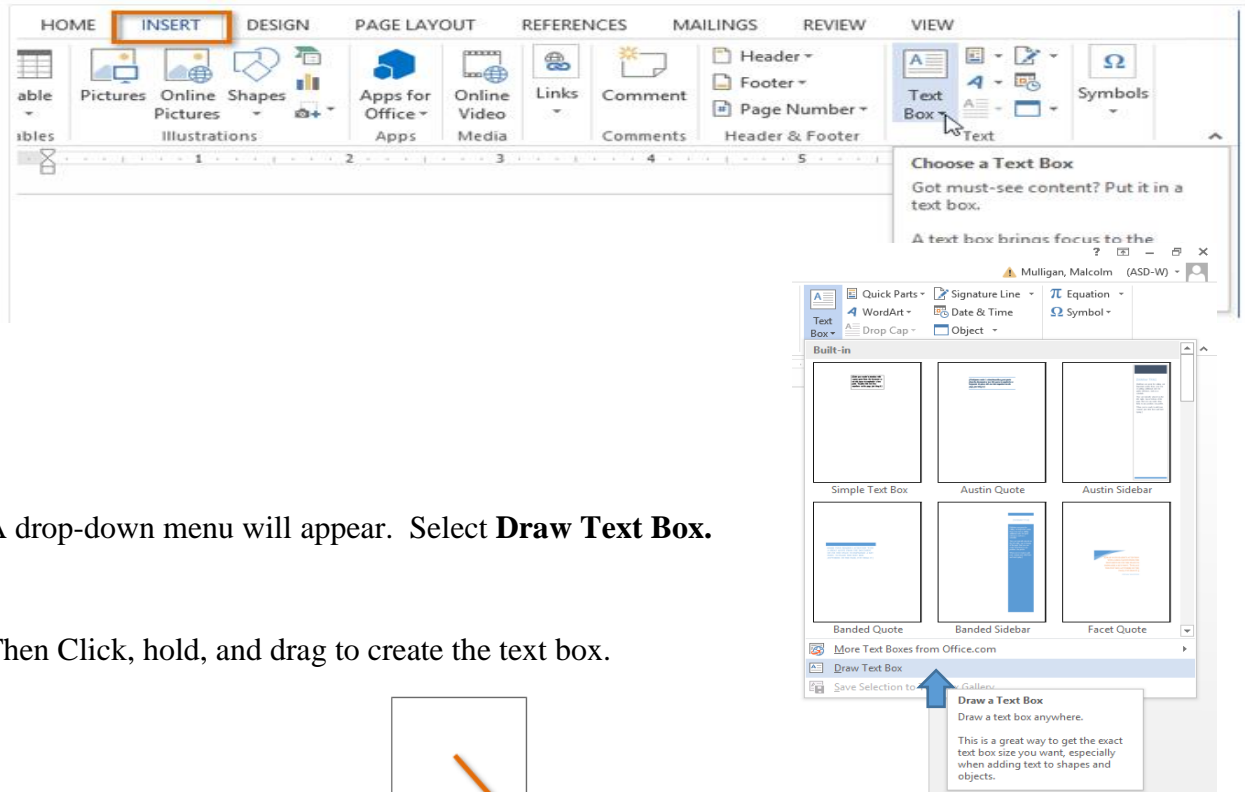


The Text Box

What is the purpose of a text box? It is a tool typically used to enhance a graphic presentation. Text boxes give you control over the position of a block of text in your document. You can place text boxes anywhere in the document and **format** them with shading and borders. Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them as **WordArt**.

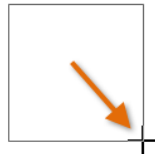
To insert a text box

Select the **Insert** tab, then click the **Text Box** command in the **Text** group.



A drop-down menu will appear. Select **Draw Text Box**.

Then Click, hold, and drag to create the text box.



The insertion point will appear inside the text box. This is where you can begin typing.

Luigi's Pizza

You can change the font style and size by highlighting the text in the box. To do this click, hold and drag to highlight the text you want to change, then make the change in the Font group of the Home tab.

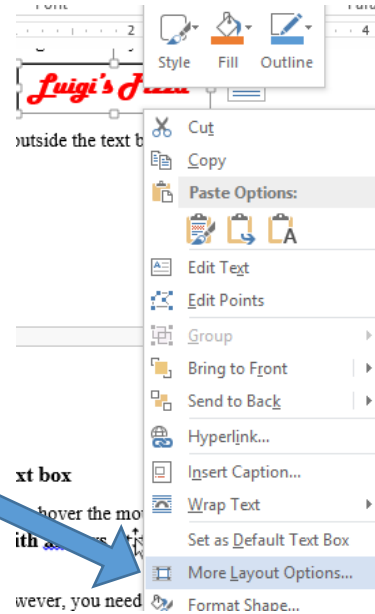
Luigi's Pizza

You can click outside the text box to work on the rest of your document.

To Move a text box

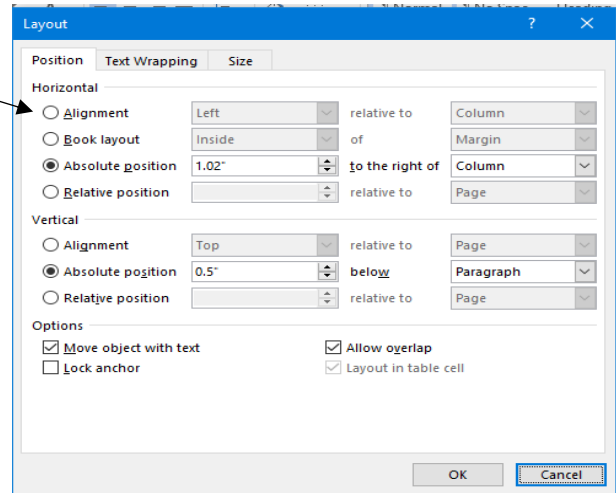
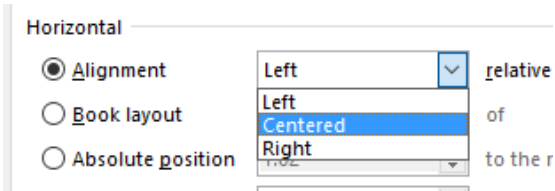
Click the txt box, hover the mouse over one of the edges of the text box. The mouse will change into a **cross with arrows**. Then you can click, hold, and drag the text box to your desired location.

Sometimes, however, you need to be more precise with your location. When you need to locate your text box in a specific location on the page Word allows this with the use of the **More Layout Options** menu. This menu is available when you right click on the textbox.



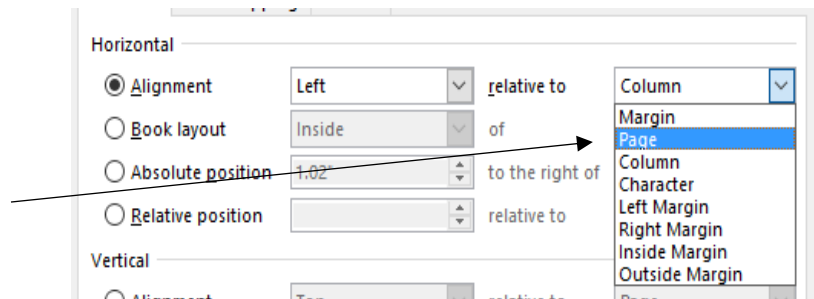
The Layout menu provides tools to place your text box in two directions – horizontally and vertically.

For example, select the Position tab. If you click the Alignment radio button under the Horizontal controls you can align the text box to the left, center, or right



Of the following options:

Margin, page, column, Left Margin, Right Margin, Inside and Outside margin.



The same can be done with vertical alignment.

However, if you need to place your text box in a very specific place on the page, say every time on several pages, then you can use the Absolute position radio button to place the text box at a specific location both horizontally and vertically on the page. (more on this later).

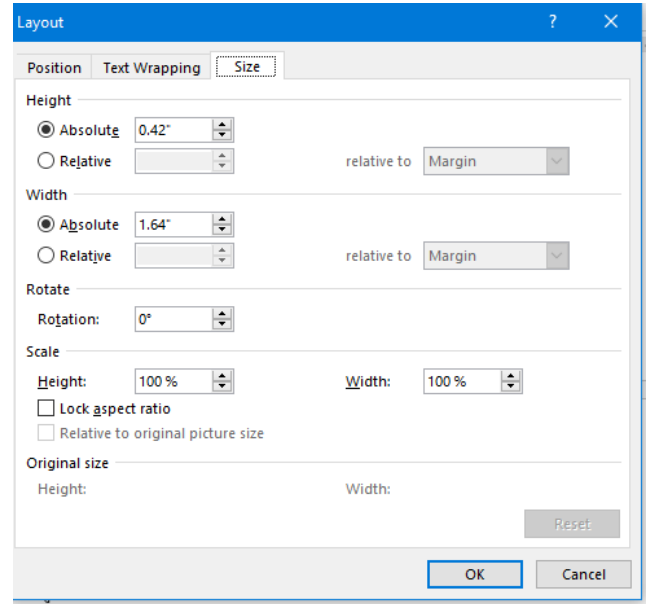
To resize a text box

Click the **text box**, then click, hold, and drag any of the **sizing handles** on the corners or sides of the text box until it is the desired size. However, the Layout menu has a size tab which offers tools to resize your textbox.

Modifying text boxes

Word offers many options for changing the way text boxes appear in your document. You can change the **shape**, **style**, and **color** of text boxes.

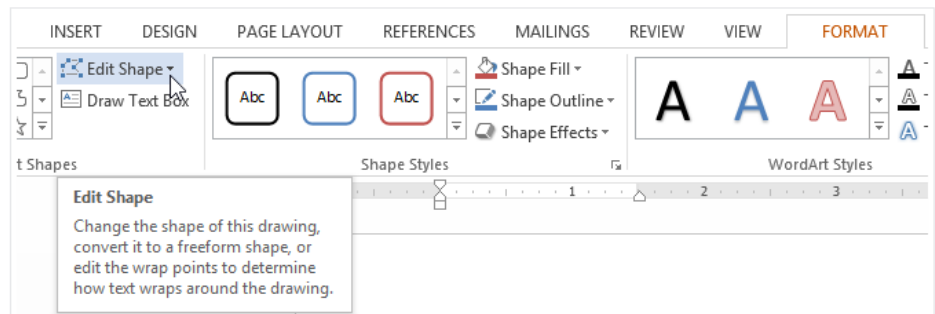
Additionally, when you want to add a little more dimension you can add a **shadow** effect.



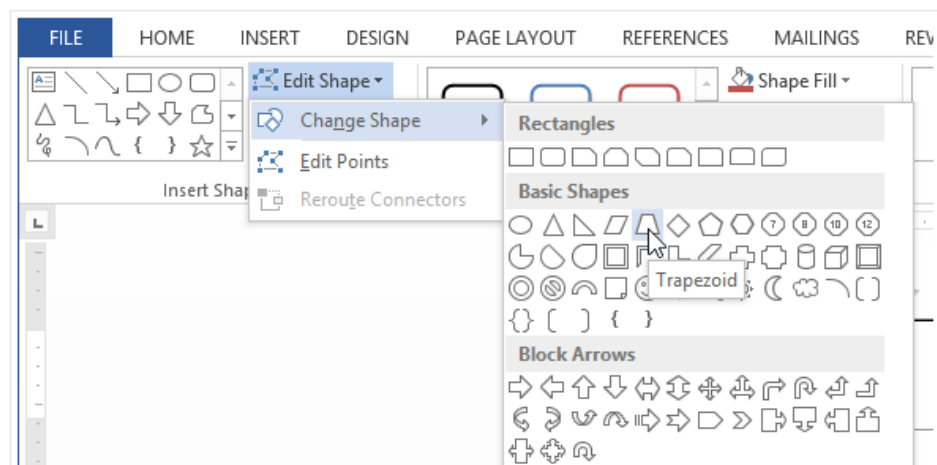
To change the text box shape:

Changing the shape of a text box can be a useful option for creating an interesting look in your document. Select the text box, then the **Format** tab will appear.

From the Format tab, click the **Edit Shape** command.



Hover over **Change Shape** then select the desired shape from the menu that appears.

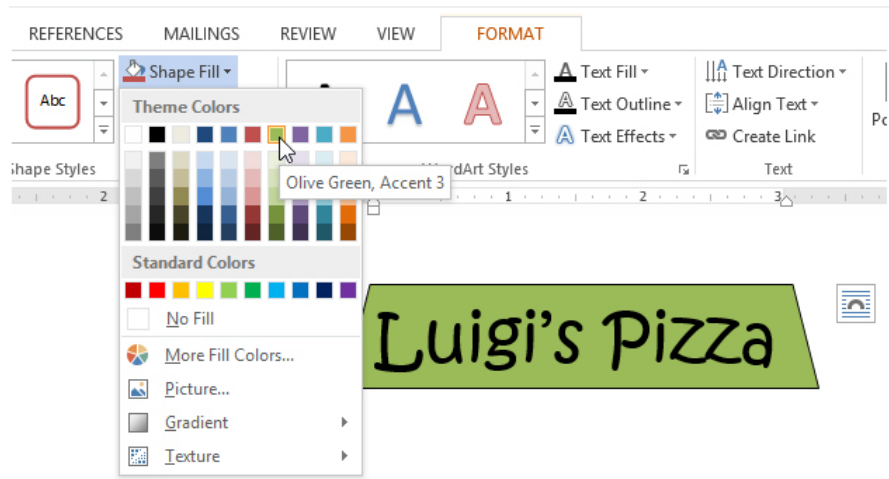


The text box will appear formatted as the shape.



To change the fill color:

Select the text box, then on the **Format** tab, click the **Shape Fill** drop-down arrow. The **Shape Fill** menu will appear, then select the **color** you want to use. To view more color options, select **More Fill Colors**.

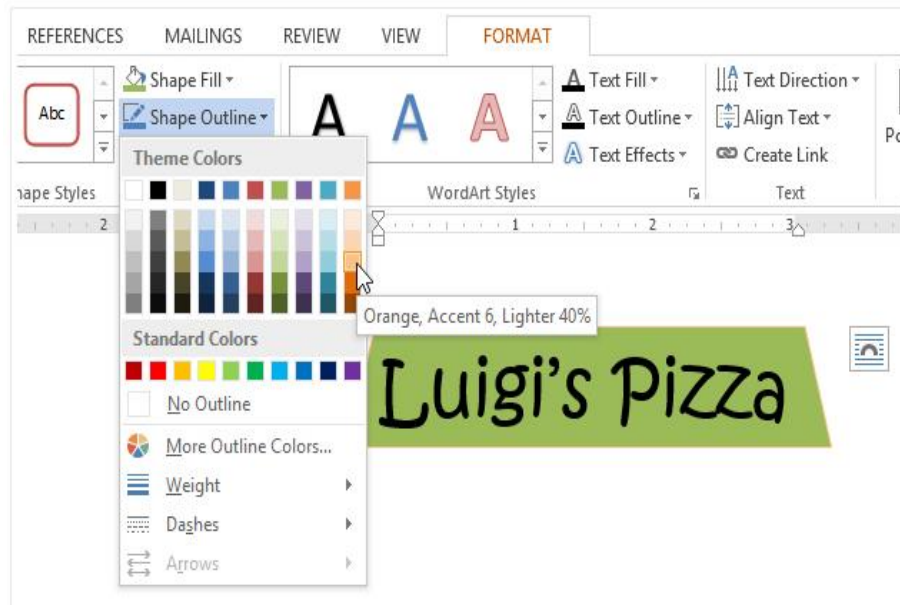


The text box will appear in the selected fill color.



To change the shape outline:

Select the text box, then on the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu appears, then select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.

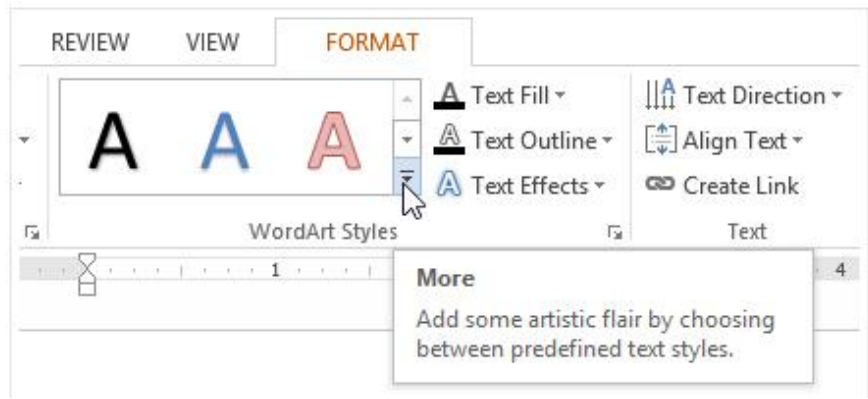


I chose the orange accent 2, lighter 40% as shown here:



To change the shape style:

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your text box. Select the text box, then on the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



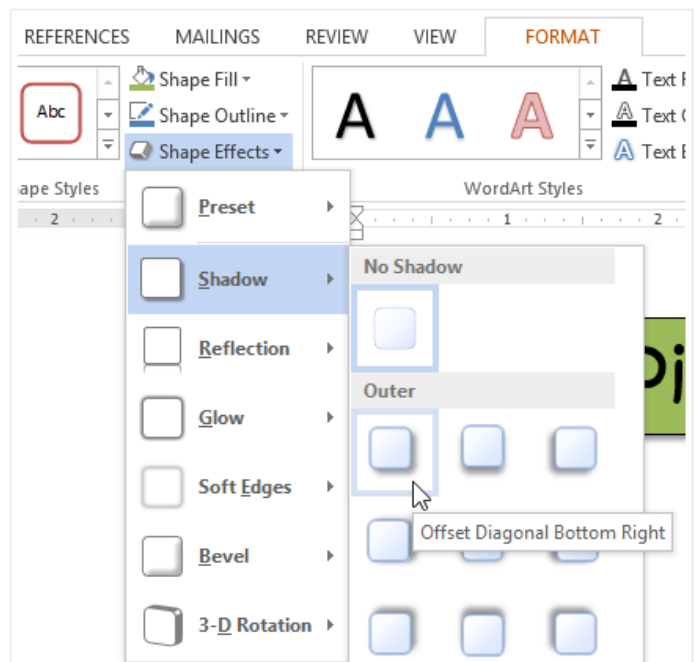
A drop-down menu of styles will appear. Select the **style** you want to use.



To change shadow effects:

Adding a shadow to a shape can make it appear as though it is floating above the page, and it can help to add contrast between the shape and the background. Select the text box, then on the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, select the **shadow** you want to use.

This is a shadow preset “Outer”



To adjust the shadow color, size, distance, and more, select **Shadow Options** from the drop-down menu. The **Format Shape** pane will appear. (be careful to adjust the shape options not the text options).



REFERENCES MAILINGS REVIEW VIEW **FORMAT**

Quick Styles WordArt S... Text

Text Direction Align Text Create Link

Position Wrap Text

Bring Forward Send Backward Selection Pane

Size

Arrange

Format Shape

SHAPE OPTIONS TEXT OPTIONS

SHADOW

Preset

Color

Transparency 60%

Size 94%

Blur 4 pt

Angle 0°

Distance 3 pt

3D effects

There are two kinds of effects you can apply to text boxes to give them a 3D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** makes text boxes appear as if you are viewing the text box from a different angle. **Bevel** adds thickness and a rounded edge to text boxes.

To use 3-D Rotation:

Select the text box, then on the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, select the desired **3-D Rotation** effect.



REFERENCES MAILINGS REVIEW VIEW **FORMAT**

Shape Fill Shape Outline Shape Effects

WordArt Styles Text

Preset Shadow Reflection Glow Soft Edges Bevel 3-D Rotation

No Rotation

Parallel

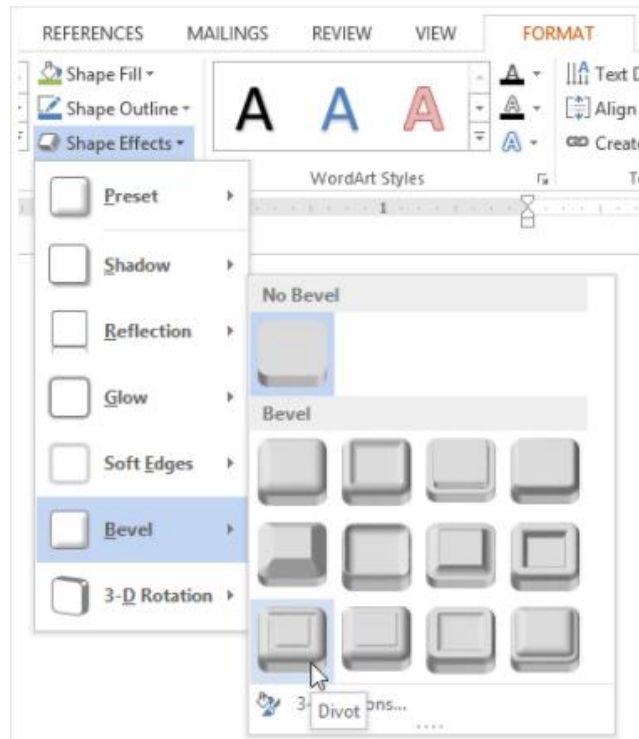
Off Axis 1 Right

Luigi's Pizza

To use Bevel:

Select the text box, then on the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, select the desired **bevel** preset.

Here is the “Divot” bevel applied:

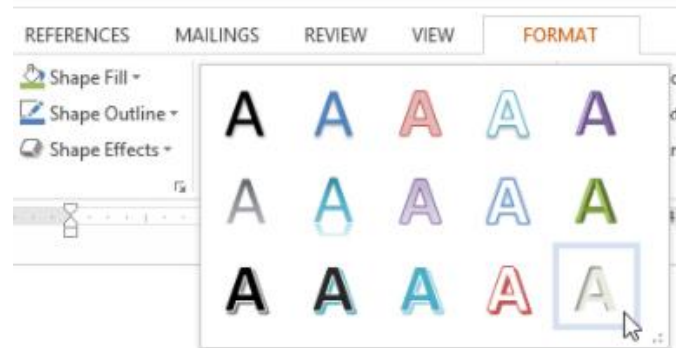
**Creating WordArt**

In addition to adding effects to a text box, you can add effects to the **text inside the text box**, which is known as **WordArt**. For the most part, the types of effects you can add are the same as the ones you can add to shapes or text boxes (shadow, bevel, etc.). However, you can also **Transform** the text to give it a wavy, slanted, or inflated look.

To apply a quick style to text:

A **quick style** will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

Select the text box, or select some text inside of the text box, then on the **Format** tab, click the **Quick Styles** command in the **WordArt Styles** group. A drop-down menu of text styles will appear. Select the **style** you want to use.



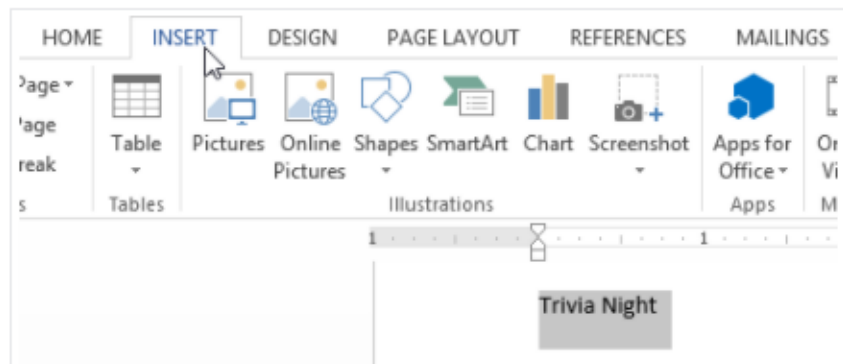
The text will appear in the selected style. If you want, you can change the **font** or **font color** from the **Home** tab.



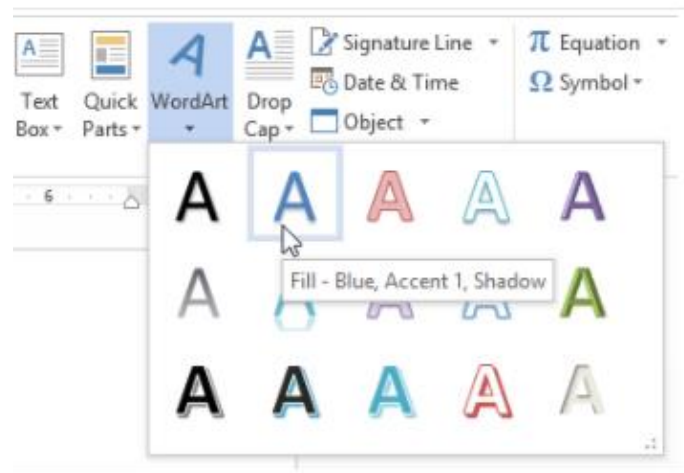
To convert regular text into WordArt:

For text to be formatted as WordArt, it must be inside a **text box**. However, there is a shortcut that allows you to convert text into WordArt even if it's not in a text box.

Select the text you want to convert, then click the **Insert** tab, then click the WordArt drop-down arrow in the txt group. A drop-down menu of WordArt styles will appear. Select the style you want to use.

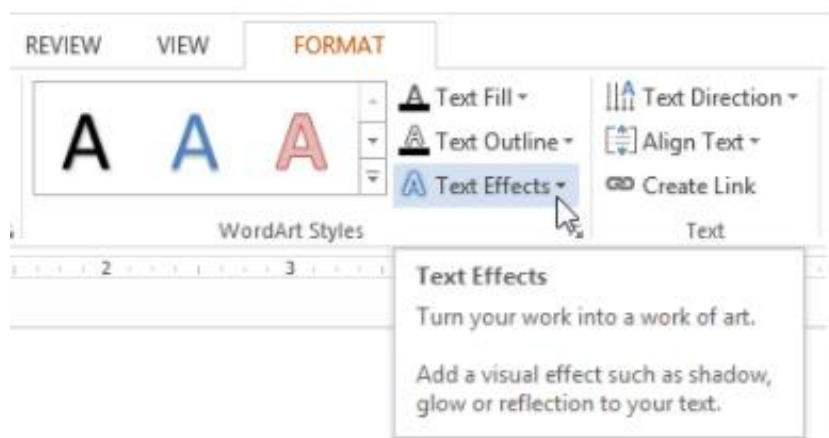


Word will automatically create a text box for the text, and the text will appear in the selected style. If you want, you can change the **font** or **font color** from the **Home** tab.



To transform text:

Select the text box, or select some text inside of the text box, then on the **Format** tab, click the **Text Effects** drop-down arrow in the **WordArt Styles** group.

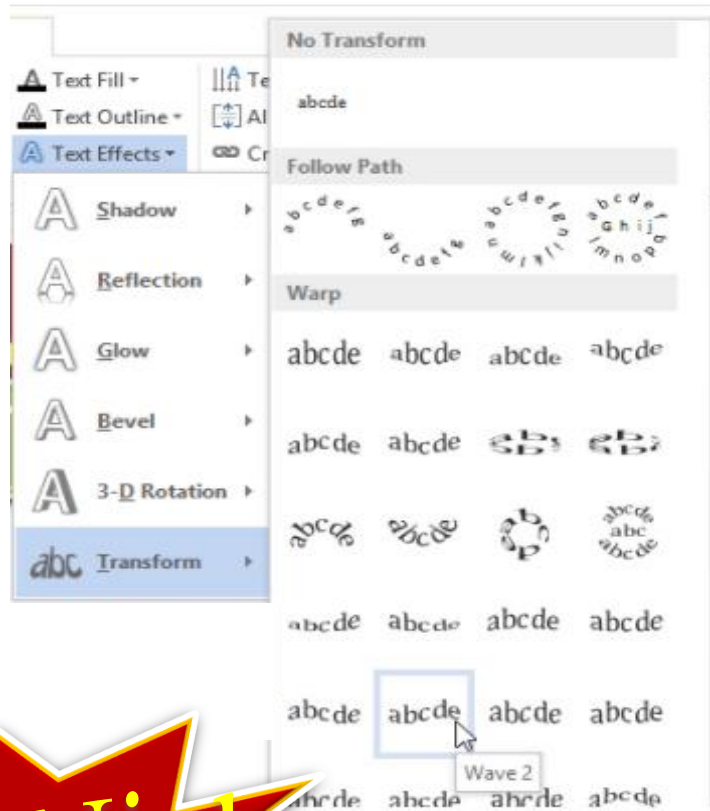


A drop-down menu of effects will appear. Hover the mouse over **Transform** and select a transform effect from the menu that appears.

Let's add an explosion to the Trivia text box.

From the insert tab select shapes and near the bottom is an explosion – add it, then enlarge it, color it, add a border of yellow then send it to the back.

Now bring in your Luigi text box and align them together and then group them together and you have created a piece of WordArt (or clipart).



If desired, you can add additional effects such as shadow, bevel, and more to the transformed text.

Challenge!

1. Create a **new** Word 2013 document. If you want, you can use our **practice document**.
2. Insert a **text box**.
3. Enter some **text** into the text box. If you're using the example, enter the text **Every Friday from 7-9 pm**.
4. **Move** the text box to a new location.
5. Try changing the **shape** of the text box.
6. Change the **fill color** of the text box.
7. Change the **outline** of the text box to **No Outline**.
8. Try applying some **effects** to the text box.
9. Add some **WordArt effects** to the text.

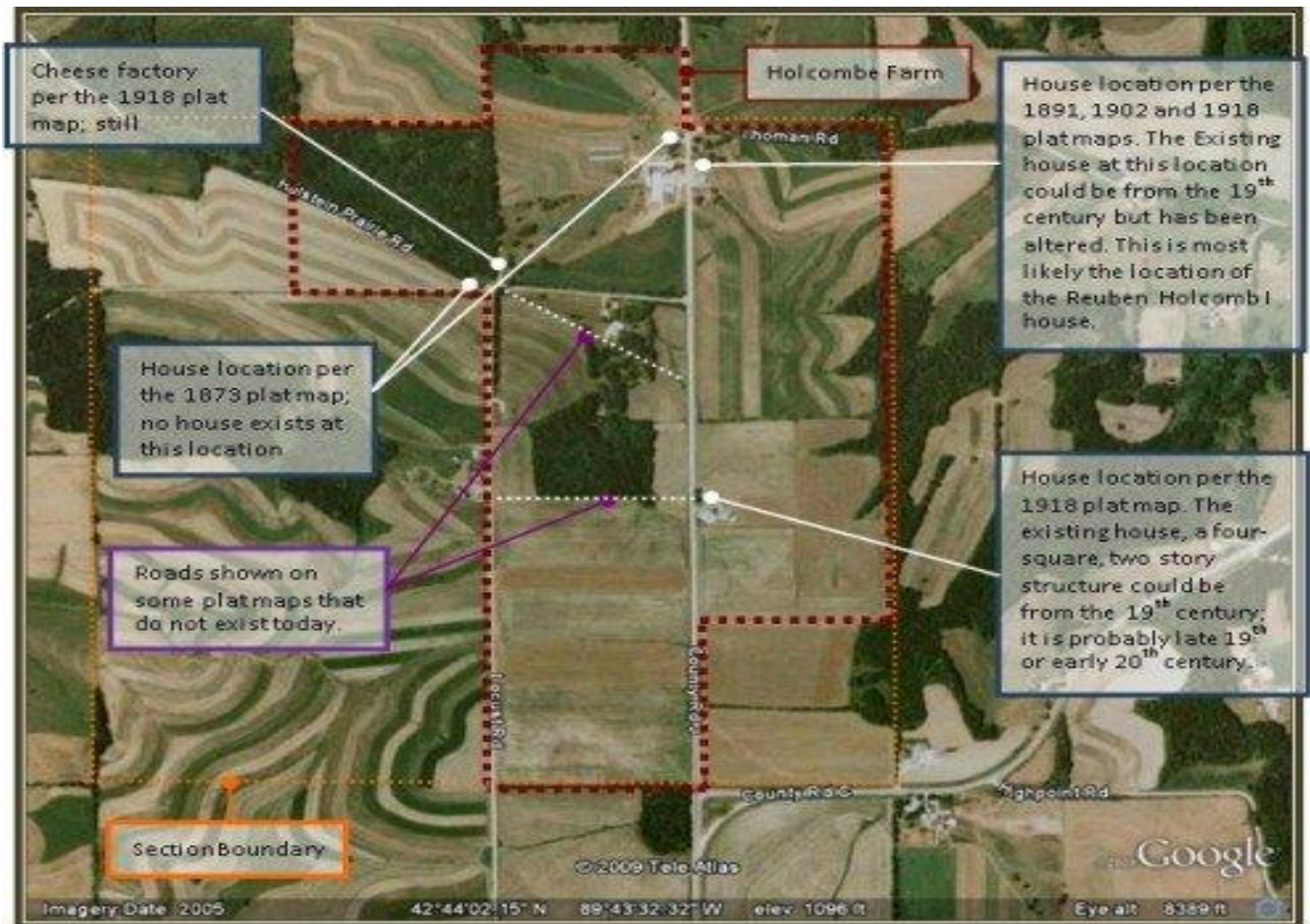
Show your instructor your finished WordArt.

Your teacher will want to see that it is properly grouped and layered so they may ask you to drag a corner handle to see it enlarge properly.

The Power of the Text Box

Microsoft Word is still primarily a writing tool and I think Word's developers realize that most people are not going to use it as a graphic program. As such, the extra features and pre-formatted options that a Word text box employs have been developed primarily to enhance the written document. Using the text box tools Word offers, anyone can easily turn an ordinary report into a more professional looking presentation.

As much as I like that premise, a Word text box can do more than just supplement other written text. It can also be a powerful aid to any graphic presentation. Text boxes work well with photographs, maps and other graphic elements. A little creativity with some of these other elements (like shapes and lines) and with imported images (like photos and maps) can turn a word document into an even more complete and polished presentation.



An annotated map is a great example of the power of Word graphics. Everything was done right in Word (inserted google map, added and formatted text boxes, added various types of lines to point and create boundaries, added a border).