

## CHAPTER 4

**TEXT BOXES****InFocus**

A **text box** is an object that behaves the same way as a shape or an image, that is, a text box can be selected, moved and resized. Text boxes are designed to enable you to place text more precisely on the page, and are common in desktop publishing. Text boxes can be used for flow charts, callouts, captions, wherever there is a need for ultimate control over the position of text on a page.

**In this session you will:**


- ✓ gain an understanding of text boxes
- ✓ learn how to use preformatted text boxes
- ✓ learn how to type text in a text box
- ✓ learn how to position a text box
- ✓ learn how to resize a text box
- ✓ learn how to delete a text box
- ✓ learn how to draw a text box
- ✓ learn how to format a text box.

# UNDERSTANDING TEXT BOXES

**Text boxes** are types of objects designed specifically for text. Text boxes enable you to position text precisely on a page. They can be used to provide emphasis for specific text, to

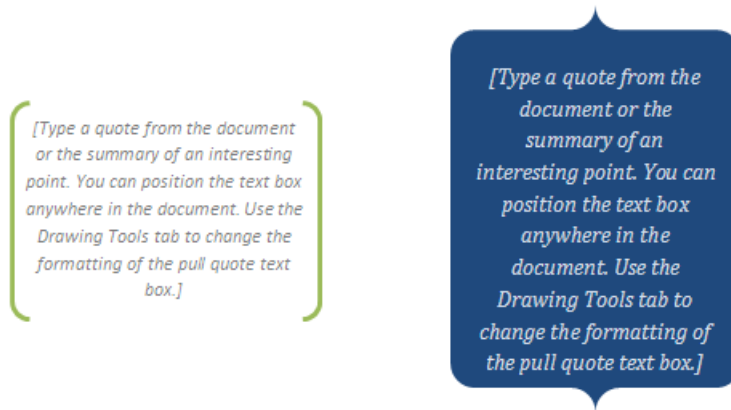
provide an invisible structure for text placement, or as part of a diagram. Text boxes can either be selected from the **Text Box** gallery or you can draw your own. Text boxes can also be formatted.

## Types of Text Boxes

In Word, you can either select one of the available text box styles in the **Text Box** gallery, or you can draw your own text box. The Text Box gallery can be accessed by clicking on **Text Box**  in the **Text** group on the **Insert** tab.

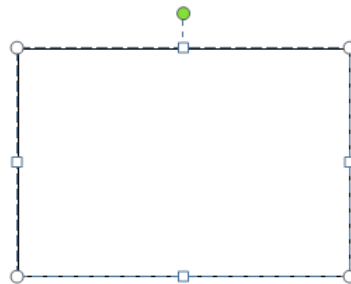
## The Text Box Gallery

The **Text Box** gallery contains 44 text box styles, each with their own formatting, alignment and other graphical elements applied. You can simply select a text box style, and then modify it to suit the requirements of the document. The following are examples of two text box styles available in Word.



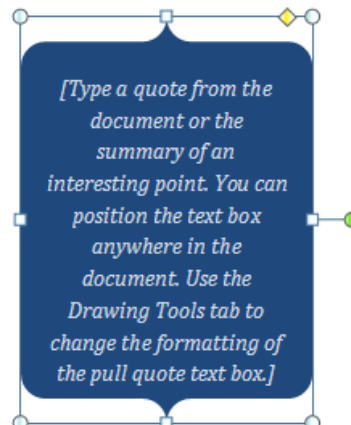
## Hand-Drawn Text Box

You can also draw a text box just like you would any other shape. Click and drag to create a text box.



## Text Box Controls

Text boxes are created with special controls that enable you to adjust their shape and size. The **blue handles** on the sides and corners are used for **sizing**. The green circle handle is used for **rotation**. The yellow **diamond** handle (if available) is used to adjust the **proportions** of some text boxes, such as making this turned corner narrower or wider.



# INSERTING A PREFORMATTED TEXT BOX


The **Text Box** gallery has a selection of 40 preformatted text boxes styles for you to choose from. Each text box style has various formatting applied, as well as being aligned to sit in a

specific position on the page when inserted. Each text box style also contains **placeholder text** that suggests the type of content that can be typed into the text box.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W839 Text Boxes\_1.docx...*

**1** Click on the **Insert** tab, then click on **Text Box**  in the **Text** group to display the **Text Box** gallery

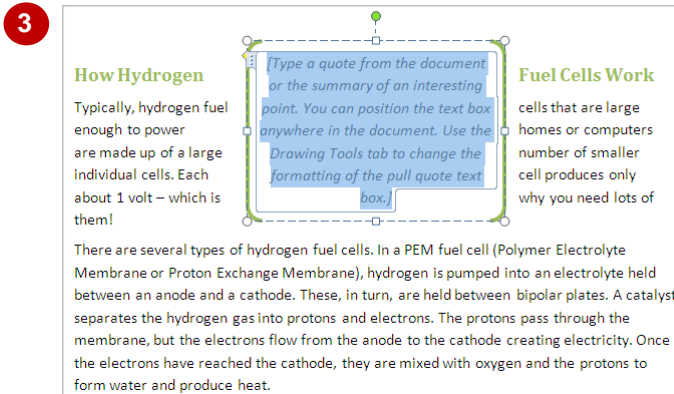
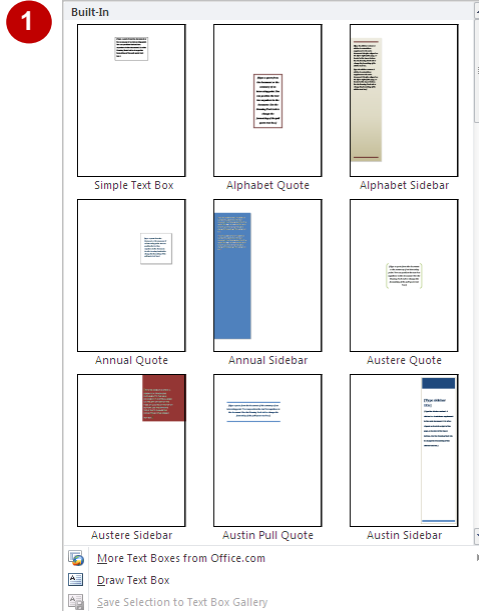
**2** Scroll through the gallery to browse the available text box styles

*They include side bars, centrally placed text boxes and even fancy graphics...*

**3** Click on **Austere Quote** to insert it in the document


*It is automatically placed in the centre of the page and includes side borders...*

**4** Save the document



## For Your Reference...

To **insert a preformatted text box**:

1. Click on **Text Box**  in the **Text** group on the **Insert** tab
2. Click on the text box style to insert

## Handy to Know...

- Preformatted text boxes are automatically inserted with **Square** text wrapping applied, so the text in the document will wrap around the text box. Each preformatted text box is inserted at a specific position on the page as shown in the thumbnails in the **Text Box** gallery.

# TYPING TEXT INTO A TEXT BOX

Preformatted text boxes include placeholder text that suggests what to type in the text box. When you insert a preformatted text box, the placeholder text is already selected, ready for

you to start typing. Quote-style text boxes and smaller side bars will adjust to fit the text you enter. Full side bar text boxes don't change in size but occupy the full length or width of the page.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W839 Text Boxes\_2.docx...*

- 1 Click in the text box if the placeholder text isn't selected
- 2 Type **The only emissions from hydrogen fuel cells are water and heat.**  
*Notice that the text box automatically resizes to fit the text that you've typed...*
- 3 Click outside the text box to deselect it
- 4 Save the document

2

### How Hydrogen Fuel Cells Work

Typically, hydrogen fuel cells that are large enough to power homes or computers are made up of a large number of smaller individual cells. Each cell produces only about 1 volt – which is why you need lots of them!

The only emissions from hydrogen fuel cells are water and heat

There are several types of hydrogen fuel cells.

In a PEM fuel cell (Polymer Electrolyte Membrane or Proton Exchange Membrane), hydrogen is pumped into an electrolyte held between an anode and a cathode. These, in turn, are held between bipolar plates. A catalyst separates the hydrogen gas into protons and electrons. The protons pass through the membrane, but the electrons flow from the anode to the cathode creating electricity. Once the electrons have reached the cathode, they are mixed with oxygen and the protons to form water and produce heat.

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## For Your Reference...

To **type text** in a **preformatted text box**:





1. Click in the text box
2. Type the text

## Handy to Know...

- Once you've typed text into a text box, you can edit the text by clicking on it.
- Text in a text box can be formatted in exactly the same way as any other document text.

# POSITIONING A TEXT BOX


Preformatted text boxes are inserted at a specific position on the page. If the default position doesn't suit you, you can reposition the text box. Word makes this easy by providing a gallery of

nine alignment positions to choose from. You can also drag the text box to its new position, or use the , ,  and  keys to position text boxes precisely on the page.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W839 Text Boxes\_3.docx...*

1 Click in the text box, then click on **Position**  in the **Arrange** group to display a gallery of position options

2 Click on **Position in Middle Right with Square Text Wrapping** and then deselect the text box



*This position doesn't look quite right. You will now use the mouse and keys to position the text box precisely...*

3 Click in the text box, then move the pointer to the dotted border of the text box, and when the pointer changes to a four-headed arrow, click to select the text box

*You can now move the text box...*

4 Click and hold the left mouse button on the border of the text box, then drag the text box into position as shown

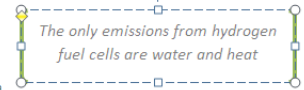
*If the text box jumps when you move it, this is because you are trying to override the position setting. Just keep trying...*

5 With the text box selected, use the  and  keys to position the text box as shown, then deselect the text box

6 Save the document

### How Hydrogen Fuel Cells Work

Typically, hydrogen fuel cells that are large enough to power homes or computers are made up of a large number of smaller individual cells. Each cell produces only about 1 volt – which is why you need lots of them!



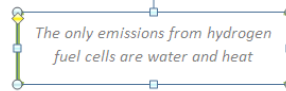
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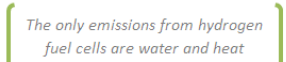
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

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5

## For Your Reference...

To **position** a **text box**:

- Select the text box and then:
  - Click on **Position**  and click on a position option, or
  - Drag the text box to its new location, or
  - Use the , ,  and  keys

## Handy to Know...

- If you want to position a text box precisely on a page, click on **Position**  then select **More Layout Options** to open the **Advanced Layout** dialog box. Change the **Text Wrapping** to anything other than **In line with text**, then adjust the **Picture Position** settings to position the drawing.

# RESIZING A TEXT BOX







There are several ways to resize a text box. You can click and drag on one of the handles to resize, or you can select the text box and specify the exact height and width dimensions using the

controls on the **Format** tab or in the **Layout** dialog box. These allow you to increase or decrease the width and/or the height of the text box incrementally and precisely.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W839 Text Boxes\_4.docx...*

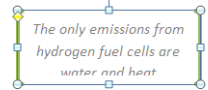
- 1 Select the text box and then click on the **Format** tab  
*You can specify the height and width in the Size group at the far right of the ribbon...*
- 2 Click on the up spinner arrow  for **Height** until the height reads **2 cm**
- 3 Click on the down spinner arrow  for **Width** until it reads **5 cm**  
*Some of the text is cut off. You will now resize by dragging the handles to get the exact shape you need...*
- 4 Select the text box and move the pointer to the bottom-centre handle
- 5 When the pointer changes to a double-headed arrow, click and drag down slightly, then release the mouse button
- 6 Click on and drag the left-centre handle to the right slightly so that the text box appears as shown
- 7 Use the , ,  and  keys to position the text box as shown and then save the document

3

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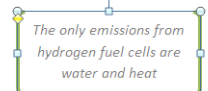


5

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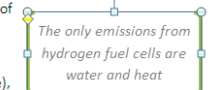


6

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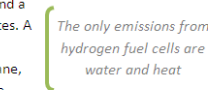


7

### How Hydrogen Fuel Cells Work





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## For Your Reference...

To **resize** a **text box**:

1. Select the text box and then:
  - Adjust the **Height** and **Width** in the **Size** group on the **Format** tab, or
  - Click on and drag a text box handle, or
  - Use the , ,  and  keys

## Handy to Know...

- You can specify the width and height of a text box in the **Layout** dialog box. Click on the dialog box launcher  for the **Size** group on the **Format** tab to display the **Layout** dialog box. Here you can also set text wrapping, specify the exact position, or even rotate the text box.



# DELETING A TEXT BOX

If you have inserted a text box that you no longer want or need, you can easily select and then delete the text box. If the text box has text-wrapping options applied, the text surrounding

the text box will adjust to fill the space that becomes available on the page. If the text box is formatted as being in front of the text, the text will be unaffected.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *W839 Text Boxes\_5.docx...*

1 Select the text box

2 Press

*The text box will be removed and the text will wrap into the newly available space...*

3 Save the document

1

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The diagram shows a cross-section of a PEM fuel cell. Hydrogen (H<sub>2</sub>) enters from the left and is split into protons (H<sup>+</sup>) and electrons (e<sup>-</sup>). The protons pass through a central membrane to the right, where they combine with oxygen (O<sub>2</sub>) and electrons to form water (H<sub>2</sub>O) and heat. The text 'The only emissions from hydrogen fuel cells are water and heat' is written across the diagram.

2

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## For Your Reference...

To **delete** a **text box**:

1. Select the text box
2. Press  or

## Handy to Know...

- If you can work out exactly where the border of the text box is, you can click on the border directly to select it, ready for deleting. This is an alternative to clicking in the middle of the text box and then clicking on the edge.

# DRAWING A TEXT BOX


Sometimes it will just be easier to draw a text box and then format it the way you want, rather than using an available text box style. When you draw a text box, it will have a **0.5 pt** border applied but

there no other formatting will be applied. Further, no alignment or text wrapping options will be applied. Drawing a text box is simply a matter of click and drag.

## Try This Yourself:

Same File


Continue using the previous file with this exercise, or open the file *W839 Text Boxes\_6.docx...*

- 1 Click on the **Insert** tab, then click on **Text Box**  in the **Text** group and select **Draw Text Box**

The pointer will change to a crosshair pointer, ready for you to draw...

- 2 Click on and drag down and across to the right to draw a text box as shown, then release the mouse button

The text box has a 0.5 pt border around it and sits in front of the text, indicating that no text wrapping options are applied...

- 3 With the text box selected, click on the **Format** tab, then click on **Wrap Text**  and select **Square**

The text will now wrap around the text box...

- 4 Click in the text box and type **The only emissions from hydrogen fuel cells are water and heat**

- 5 Deselect the text box and save the document

### 2 How Hydrogen Fuel Cells Work

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## For Your Reference...

To draw a text box:

1. Click on the **Insert** tab, then click on **Text Box**  and select **Draw Text Box**
2. Click in the document and drag to draw a text box of the desired size
3. Release the mouse button

## Handy to Know...

- If you simply click but not drag in the document to draw a text box, a text box will appear ready for you to start typing. As you type, the text box will expand to fit the text until you press **Enter**.



# FORMATTING A TEXT BOX








Once you've drawn your text box and typed in the necessary text, you may want to format the text box, such as adding borders or fill colour, and formatting the text. When formatting a text box,

ensure that the colours complement those used in the document. Here you will first format the text, apply a **shape style** to the text box and change the shape of the text box.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W839 Text Boxes\_7.docx...*

- 1 Select the text box, click on the **Home** tab, then click on the drop arrow  for **Font Size** and select **12 pt**
- 2 Click on  and , then click on  to centre-align the text
- 3 Click on the drop arrow  for **Font Colour** and select **Olive Green, Accent 3**  
You will now apply a shape style to the text box...
- 4 With the text box selected, click on the **Format** tab, then click on the down arrow  for **Shape Styles** three times to display row 4
- 5 Click on **Subtle Effect, Accent 3** to apply this shape style  
You will now change the shape of the text box...
- 6 Click on **Edit Shape**  in the **Insert Shapes** group, select **Change Shape** and then click on **Rounded Rectangle** to apply this shape
- 7 Resize and position the text box as shown
- 8 Save and close the document

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6

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Typically, hydrogen fuel cells that are large enough to power homes or computers are made up of a large number of smaller individual cells. Each cell produces only about 1 volt – which is why you need lots of them!

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cathode. These, in turn, are held between bipolar plates. A catalyst separates the hydrogen gas into protons and electrons. The protons pass through the membrane, but the electrons flow from the anode to the cathode creating electricity. Once the electrons have reached the cathode, they are mixed with oxygen and the protons to form water and produce heat.

7

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## For Your Reference...

To **format** a **text box**:

1. Select the text box and click on the **Format** tab
2. Click on the down arrow  for **Shape Styles** and click on a shape style
3. Click on **Edit Shape**  and select a shape if required

## Handy to Know...

- The **Format** dialog box contains many formatting options for text boxes and any other shape. Right-click on the border of the text box and select **Format Shape** to display the **Format** dialog box, or click on the dialog box launcher  for **Shape Styles** in the **Format** tab.

