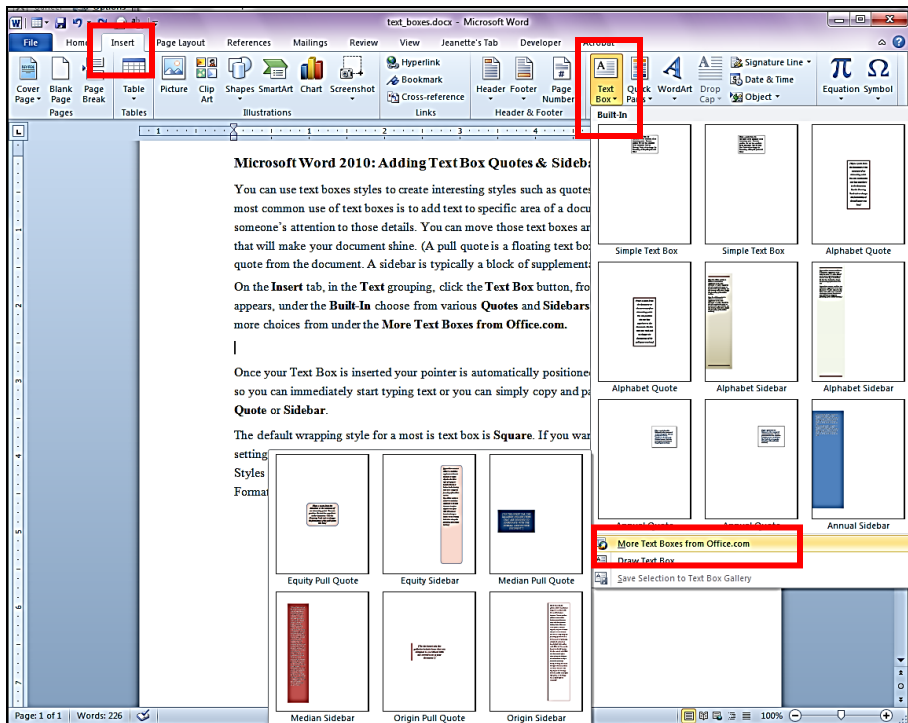


## Microsoft Word 2010: Adding Text Box Quotes & Sidebars

*The most common use of text boxes is to add text to specific area of a document to draw someone's attention to those details. You can move those text boxes around to the place that will make your document shine. (A Pull Quote is a floating text box that highlights a quote from the document. A Sidebar is typically a block of supplementary text.)*

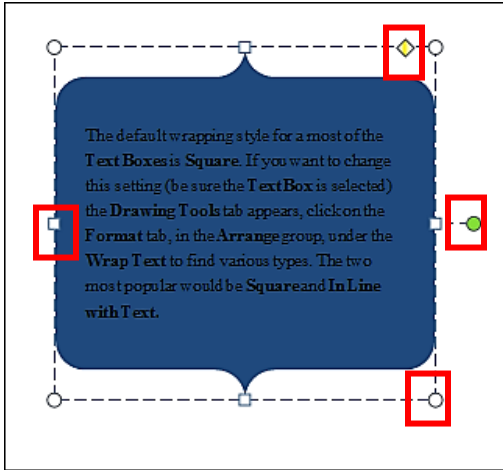
First have your cursor in a blank area of the document, maybe at the very bottom of the document. We will move the **Text Box** later. On the **Insert** tab, in the **Text** grouping, click the **Text Box** drop down arrow, from the menu that appears, under the **Built-In** choose from various **Quotes** and **Sidebars**. Remember to scroll down as there are quite a few listed on this page. There are also more choices from under the **More Text Boxes from Office.com**.



Once your **Text Box** is inserted your pointer is automatically positioned in the text box, so you can immediately start typing text or you can copy and paste inside the text box. The text that appears inside the box when first inserted will go away when you start adding text.

If you add more text than the box size can hold you can make the box larger by dragging the corner or side handles. You can also select the text and choose a smaller font size. Triple click to select all the text inside the box. Go to the **Home** tab, in the **Font** grouping

and select a smaller size. If you want to change the shape you click on the yellow triangle or if you want to slant the box click on the green circle.



Now you can drag your box around the document by clicking on the text box when you're your cursor turns into a four headed arrow. This happens when you move near the inside edge area of the text box. To delete a text box place your pointer near the outside edge and hit the delete key on the keyboard.



The default wrapping style for a most of the **Text Boxes** is **Square**. If you want to change this setting (be sure the **Text Box** is selected) the **Drawing Tools** tab appears, click on the **Format** tab, in the **Arrange** group, under the **Wrap Text** to find various types. The two most popular would be **Square** and **In Line with Text**.

