



# Text Boxes

Technology for Classroom Teachers  
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To be able to move your text anywhere:

- Click **Insert** and **Text box** (or use the **text box icon** on the **Drawing** toolbar: a white box with a capital A and lines.)
- Your cursor turns to a cross-hair. Click & drag a box.
- Type your text.
- Adjust the size of your text box.
- Click on the **line tool** (the paint brush in the Drawing toolbar) and select **No line**.
- Click on the **fill tool** (the paint bucket in the Drawing toolbar) and select **No fill**.
- Click off of the text box to see what it looks like.

To change the direction of your text:

- Select the text (must be in a text box).
- Click on **Format** and **Text Direction**.
- Choose the direction you like and click **OK**.