



Active Blog
Word Trick

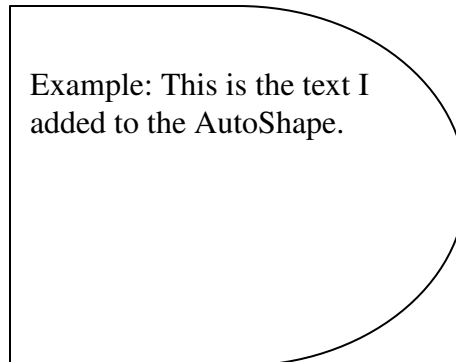
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AutoShape Text

You are not limited to rectangular text boxes when it comes to positioning and formatting text for best effect. Word provides a wealth of AutoShapes—from arrows and banners to clouds and trees—that can be used as text containers. To create a text box from an AutoShape, and this is how we do it:

1. Go to View | Print Layout (if you are not already in this view).
2. Click the Drawing tool in the Standard toolbar.
3. Click AutoShapes and select the shape to contain the text.
4. Click and drag to draw the shape in your document.
5. Right-click the shape and select Add Text.
6. Type the desired text.

You can now select the text in your AutoShape and format it as you would any document text.



If you require additional information or assistance with this item, please give us a call.