gc LSDA Project

How to create text boxes in *Microsoft Word*

Step 1

On a blank Word document look for the “Drawing” toolbar at the bottom of the screen. It looks like this:

If it isn’t there, go to the **View** menu, select **Toolbars**, and then choose **Drawing**.

Step 2

Click on the text box symbol - be careful not to choose the empty box symbol . The cursor will change to a ‘+’

Step 3

With the left mouse button held down draw an outline box on the page. When you release the button the box will appear ready for you to type text into.