


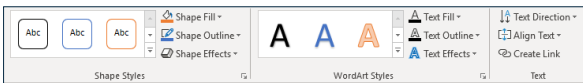
## Formatting

### Inserting a Text Box




Text boxes can be used to position several blocks of text on a page or to give text a different orientation from the other text in the document.

1. Click on the **Insert** tab.
2. Click the **Text Box**  button in the **Text** group.
3. Select a pre-formatted text box from the resulting menu.
4. *Optional:* To draw a text box manually, select **Draw Text Box**. Click and drag in the document to create a text box. Enter text in the box. Click outside of the box when you are finished.

### Using Text Box Tools





When you insert or draw a text box, the **Drawing Tools** tab will appear on the **Ribbon**. Click on the **Format** tab to open **Text Box Tools** options.



- To change the text direction, click the **Text Direction**  button in the **Text** group. Select a direction from the resulting menu.
- To align the text, click the **Align Text**  button in the **Text** group. Select a position from the resulting menu.
- To add a style to text inside a text box, select the text and click an option in the **WordArt Styles** gallery. To access more style options, click the **More**  button.
- To add a shape to the text box, click an option in the **Shape Styles** gallery.

### Linking Text Boxes


You can link two text boxes so that overflow text flows from the first box into the second box.

1. Select the text box where you want the text to begin.
2. Click on the **Format** tab.
3. Click the **Create Link**  button in the **Text** group.
4. Place your mouse pointer over the text box into which you want the text to flow. When the mouse pointer turns into a tipped pitcher, click in the second text box.
5. *Optional:* To break the link between two boxes, select the text box you want to stop the text flowing into. Click the **Break Link**  button in the **Text** group.



### Inserting Breaks and Line Numbers


1. Click on the **Layout** tab.
2. Click the **Breaks**  button in the **Page Setup** group.
3. Select a page or section break from the resulting menu.
4. *Optional:* To insert line numbers, select the text to which you want to apply numbering. Click the **Line Numbers**  button in the **Page Setup** group and select an option from the resulting menu.

### Applying Columns

1. Select the text you want to format into columns.
2. Click on the **Layout** tab.
3. Click the **Columns**  button in the **Page Setup** group.
4. Select **More Columns** from the resulting menu.
5. Select a column layout in the **Presets** section, or select or enter the number of columns in the **Number of columns** box.
6. *Optional:* To add vertical lines between columns, check the **Line between** box.
7. *Optional:* To change the column width or spacing, enter or select values in the **Width and spacing** section.
8. Click the **OK** button.


### Setting Hyphenation Options

1. Select the text you want to hyphenate.
2. Click on the **Layout** tab.
3. Click the **Hyphenation**  button in the **Page Setup** group.
4. Select **Manual** from the resulting menu.
5. When Word identifies a word or phrase to hyphenate, the **Manual Hyphenation** dialog box will appear. Click the **Yes** button to confirm the hyphen.
6. Repeat for the remainder of the selection.
7. Click the **OK** button when you are finished.
8. *Optional:* To hyphenate an entire document, click the **Hyphenation**  button in the **Page Setup** group. Select **Automatic** from the resulting menu.

*Note:* To remove automatic hyphenation, click the **Hyphenation**  button in the **Page Setup** group and select **None** from the resulting menu.

### Inserting a Drop Cap

Drop caps are large initial letters at the beginning of paragraphs to add graphical interest.

1. Click inside the paragraph where you want to insert the drop cap.
2. Click on the **Insert** tab.
3. Click the **Add a Drop Cap**  button in the **Text** group.
4. Select **Drop Cap Options** from the resulting menu.
5. In the Position section, select one of the following options:
  - **Dropped:** allows text to wrap around the letter.
  - **In margin:** places the letter in the left margin.
6. *Optional:* To use a different font from the rest of the paragraph, click the arrow on the **Font** box, and select a font from the resulting menu.
7. *Optional:* To change the height of the drop cap, enter or select the number of lines you want the height of the drop cap to be in the **Lines to drop** box.
8. *Optional:* To specify the horizontal distance between the drop cap and the paragraph text, enter or select a value in the **Distance from text** box.
9. Click the **OK** button when you are finished.

