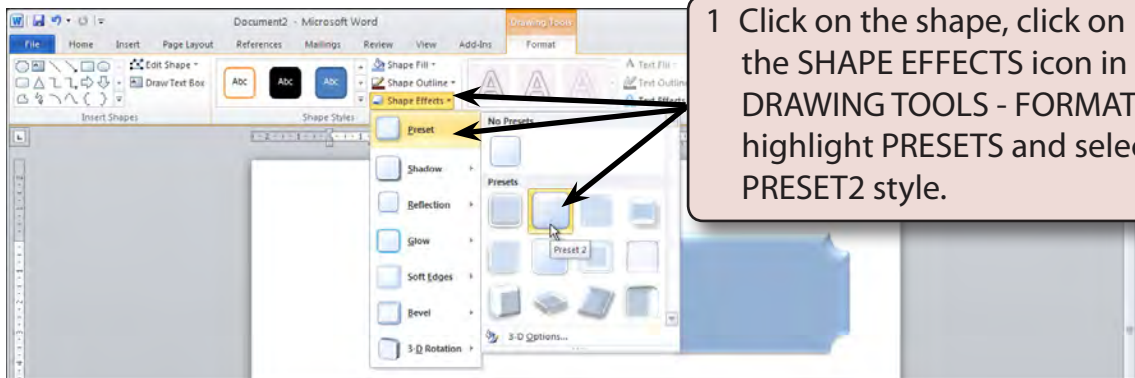


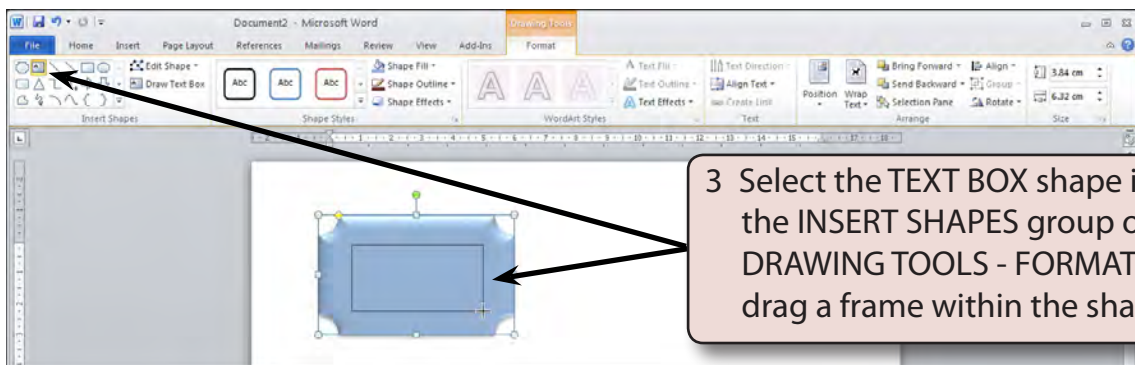
The Text Box Tool

Text can be entered within some shapes, but you can also add a Text Box over a shape to add text to that shape. The Text Box Tool is also used to place text in a frame anywhere on the screen. It can be edited in the same way as the previous objects and the text in the Text Box can be formatted like any other text in Microsoft Office applications.

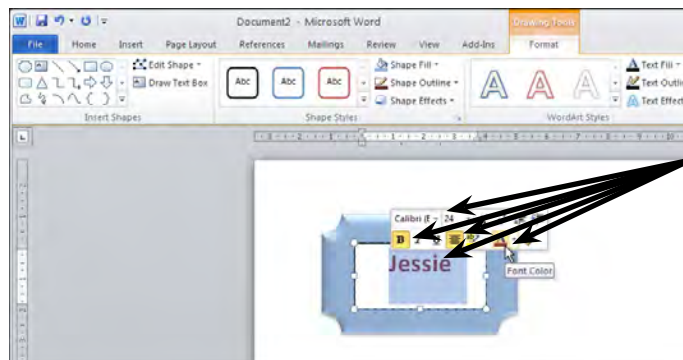
Entering the Text



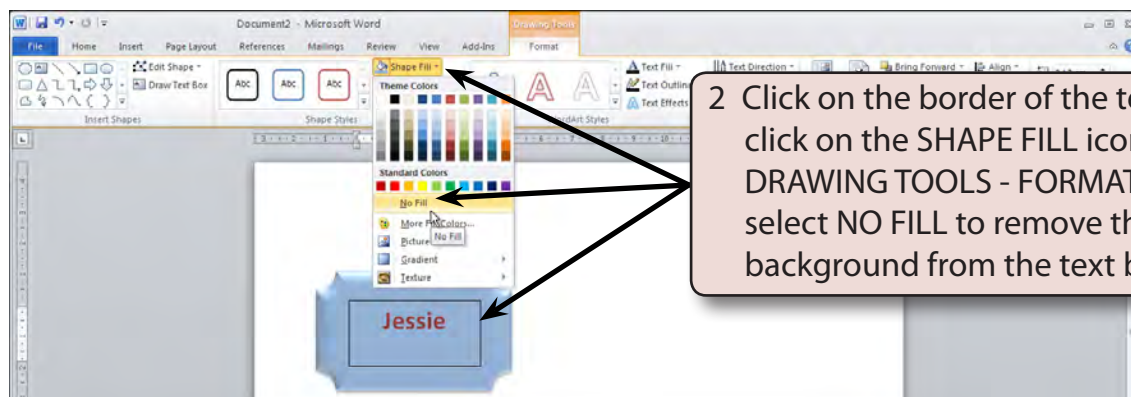
2 Drag the shape to the left of the page.



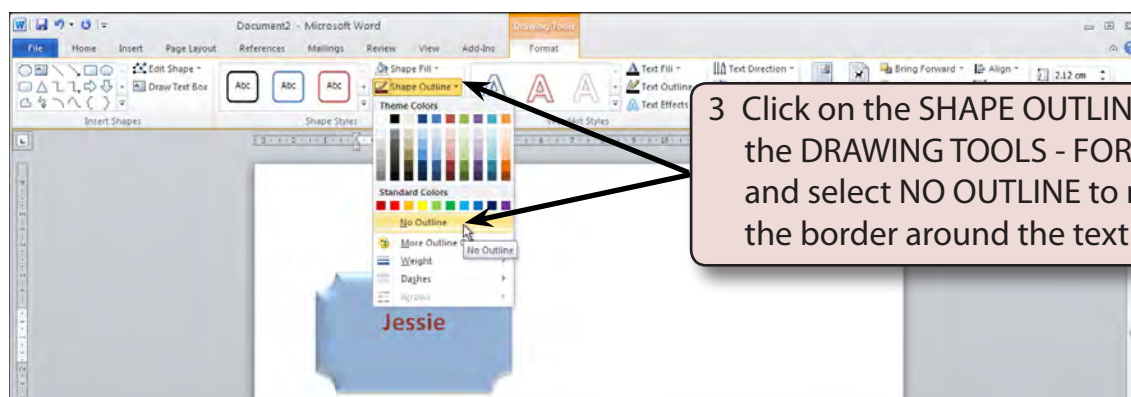
Formatting the Text



1 Enter your first name, then highlight the name and move the mouse pointer over the top border of the text box until MINI TOOLBAR is displayed. Set the text to a FONT of your choice, the FONT SIZE to 24 point, the style to BOLD, the alignment to CENTRE and select a FONT COLOUR.

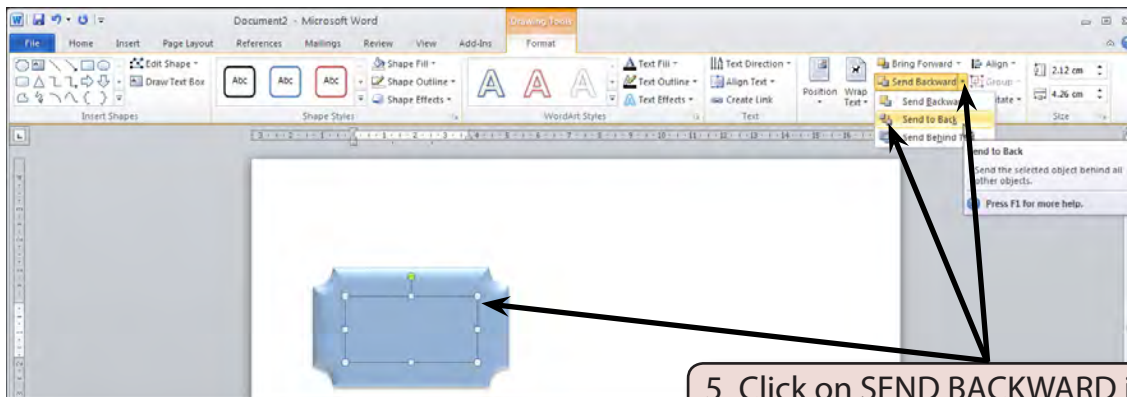


2 Click on the border of the text box, click on the SHAPE FILL icon in the DRAWING TOOLS - FORMAT tab and select NO FILL to remove the white background from the text box.

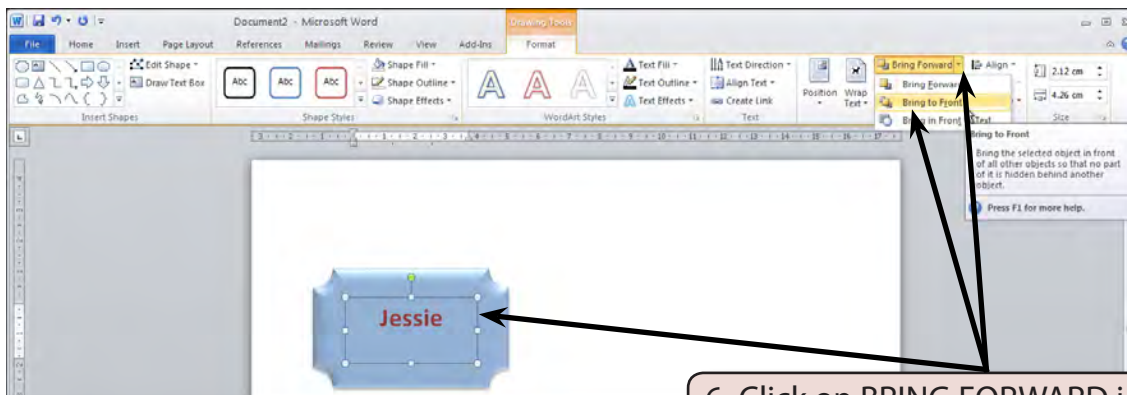


3 Click on the SHAPE OUTLINE icon in the DRAWING TOOLS - FORMAT tab and select NO OUTLINE to remove the border around the text box.

4 You can set the text box to be behind or in front of the shape.



5 Click on SEND BACKWARD icon arrow in the ARRANGE group of the DRAWING TOOLS - FORMAT tab and select SEND TO BACK to set the text box behind the shape.



6 Click on BRING FORWARD icon arrow in the ARRANGE group of the DRAWING TOOLS - FORMAT tab and select BRING TO FRONT to return the text box to be on top of the shape.