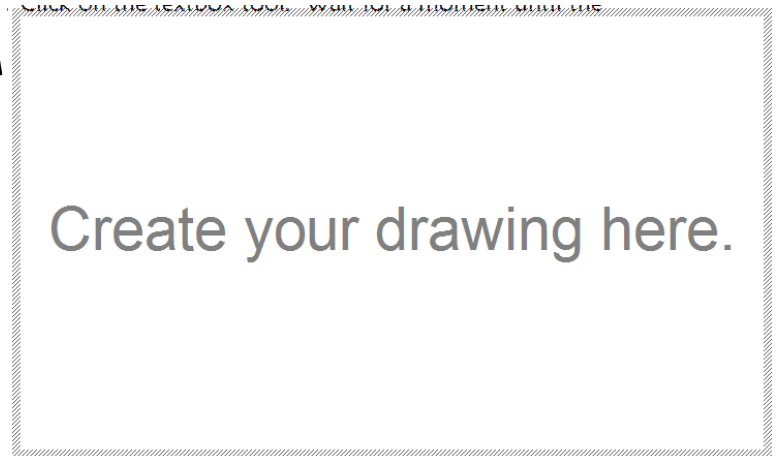


# Making Textboxes

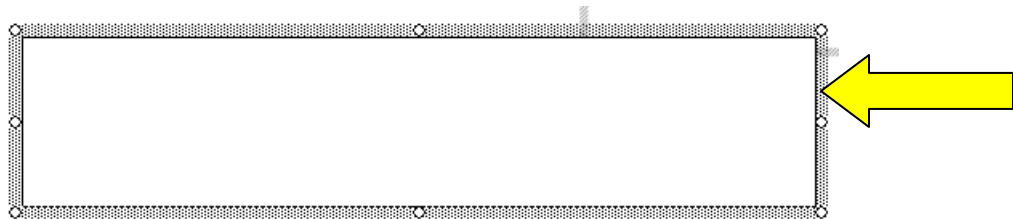
1. After opening Microsoft Word, it is necessary to have the drawing toolbar. Click on View → Toolbars → Drawing. The toolbar will be located on the bottom of your screen.
2. Click on the textbox tool. Wait for a moment until the **Create your drawing here** box appears. You must delete this box using the delete key on your keyboard.



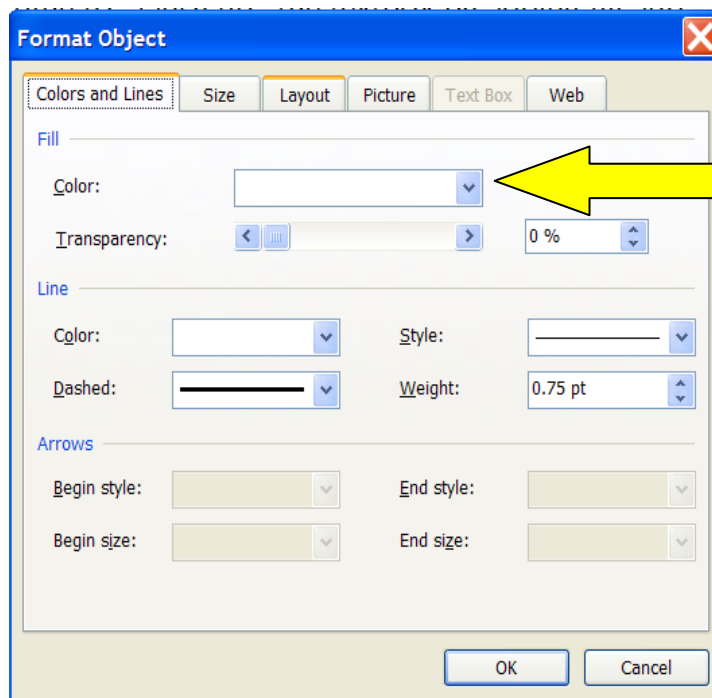
3. Now click and hold your mouse button and drag a textbox across your page. This box can be made bigger or smaller as needed. Using the handles (round circles) around the edge of the box.



4. Enter text in the box as shown in the story. Remember that you will have a page for each page in your binder. Each textbox should use the same font and size except for the title page.
5. Now it's time to "fancy up" the textbox by adding fill and borders to each. Double click on the line around the textbox (but not on the handles).



6. A Format Object box will open. Click on the Fill → Color → arrow. Select the color you wish the textbox to be. Remember that if you use a dark background you should use a light font. If you use a light background then use a dark font.



7. You will also need to put a line around your textbox. Do this by selecting the Line command (right below the Fill in the Format Object box). Select the type of line using the Dashed or the Style. It is recommended that you change the weight of the line as well so it can be seen.