# Inserting a Text Box

Even though the text can be typed directly onto each layout, it's a good idea to learn how to insert your own – especially if you plan on moving text around.

Create a text box

1. Click the **Home** tab, or the **Insert** tab on the ribbon, and click the Text Box button in the Quick Insert or Text section.

   The pointer changes to a +□, indicating you can draw a text box.

2. Position the mouse pointer where you would like to insert the text box and click.

3. Upon releasing the mouse button, the text box will be highlighted with a solid, yellow border and will contain a blinking cursor.

   Start typing your desired text, or click off of the layout changing the text box to a green dotted box. Then, resize the text box.

Inserting text in a text box

As soon as you finish creating a text box, it will appear as a box with a solid, yellow outline, and a white blinking cursor indicating that you can add text.

- Start typing, or double click inside the text box to locate the white blinking cursor.

  🔶 **Tip:**
  Once you're finished typing, click off of the layout. The text box will then be selected with a green dotted border. From here, change the font, style, color or size.

Text Box Button ——— Text Box