



Linking Text Boxes

Linking text boxes enables you to put text in one box and as you type it will move into the next box when you run out of space. As you type it will move the text into the next box. Linked text boxes can be connected on the same page around other objects. This feature is also helpful if you are creating a longer document such as a newsletter and you want to highlight an article on the front page, but want to finish the information on another page.

To use these tools you will always need to click on a text box to activate the Textbox Tools contextual menu.

To Link Text Boxes

1. **Draw a text box** by clicking on the Draw Textbox on the Home tab. Place cursor on page and drag to draw the textbox.
 - a. You can place all text boxes needed or add more as you develop your document.
 - b. **Additional** text boxes must be **blank** to before creating the link.
2. **Click in the first text box** – *(it can have text in it).*

3. **Click on Create Link on the Text Box Tools Format tab in the Linking Group.** *(Be sure to click on the textbox to activate Textbox Tools).*
 - a. You will see your cursor turn into a pitcher .
4. **Point to new text box**, cursor changes to a pitcher pouring text . **Click in the new text box** to create the link.
5. If the **overflow indicator** is visible  it means there is **text that is not visible** in the text box. Resize the text box or add a new linked text box. *(Click and drag the border to resize text box.)*

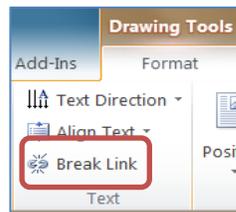


Format Linked Text Boxes

1. Text boxes can be resized at any time by clicking on it and dragging the border.
2. Text can be formatted to fit the needs of the document. Highlight text first and use format tools on the home tab in the font group to change font style, size, color, and more.

Remove Links between Text Boxes

1. Click on the box prior to the last text box in the series.
2. Click on the Break Link tool on the Drawing Tools Format tab in the Text Group.



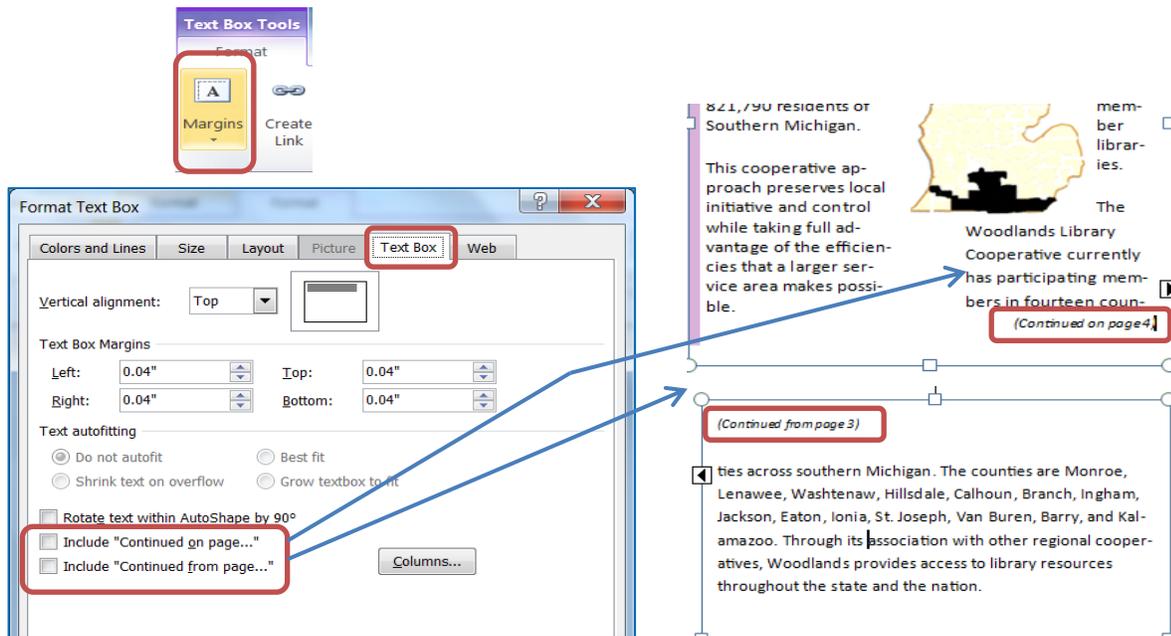
Delete a Linked Text Box

1. Click on the text box you want to delete.
2. Click on the Break Link tool on the Drawing Tools Format tab in the Text Group.
3. Delete the text in the box to be removed.
4. Be sure text box is still selected and press the Delete key.
 - a. You may need to click on the text box border a second time to delete it.

Continued On or From Page...

This is very helpful when designing longer documents. When you start an article on one page, you will be able to show which page the article is continued to and from.

1. Select first text box that is linked to a box on another page
2. Click on the Margins menu in the Alignment group on the on the Text box tools tab
3. Click on Custom Margins at the bottom of the margin menu.
4. In the Format Text box choose:
 - a. Include text Continued on page... (*you must have the first text box selected*)
 - i. This is used when you have text boxes linked on two different pages
 - ii. It will show what page is it linked to (example-Continued on page 4)
 - b. Include text Continued from page...(you must have the next text box selected on another page)
 - i. This is used when you have text boxes linked on two different pages
 - ii. It will show what page is it linked to (example-Continued from page 3)



Options in the Format Text dialog box are:

- ✎ Vertical alignment
- ✎ Left, right, top and bottom margin settings
- ✎ Text auto fitting
- ✎ Rotate text within the AutoShape 90° at a time
- ✎ **Include text Continued on page...**
 - This is used when you have text boxes linked on two different pages
 - It will show what page is it linked to (example - Continued on page 4)
- ✎ **Include text Continued from page...**
 - This is used when you have text boxes linked on two different pages
 - It will show what page is it linked to (example - Continued from page 3)
- ✎ Change number of columns

