


## How to place a rectangle shape (box) around text.

1. Make some text like this:

Row

After

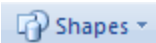
Row

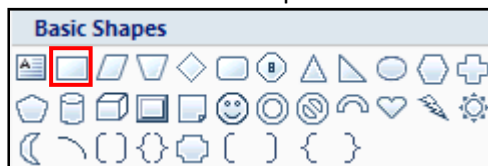
2. SAME TEXT TO DEMONSTRATE PLACEMENT: highlight all and then use indent arrow on 'HOME' toolbar  to move text to right of left margin (Why? Because you want your box frame not to extend past left margin.)

Row

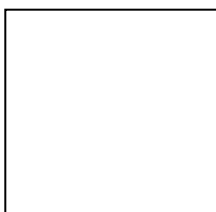
After

Row

3. Now, from 'Insert' toolbar, select 'Shapes'  and from there select the rectangle shape from the 'Basic Shapes' set.



4. The cursor will now change into a large cross or plus sign '+' which you will position at the top left corner of the text you want to encapsulate in a box, and then you will drag the symbol to the lower right corner of you text until it is all contained in the borders of the box.

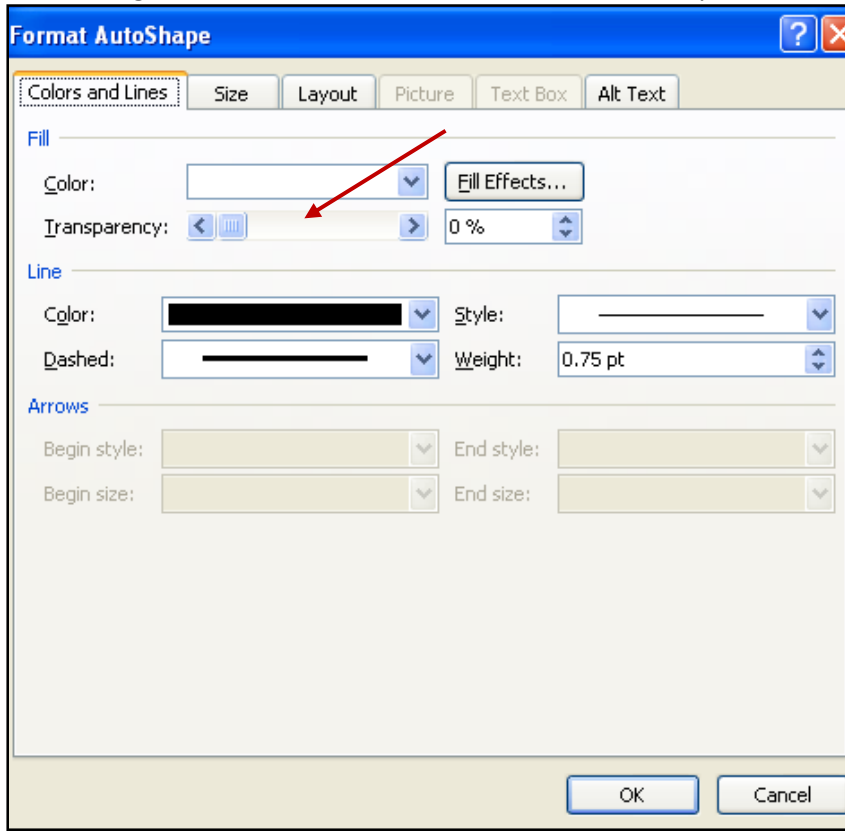


5. Now you can't see the text.
6. So you will click on the box so that each corner displays a circle and the center of each line has a square, like this:

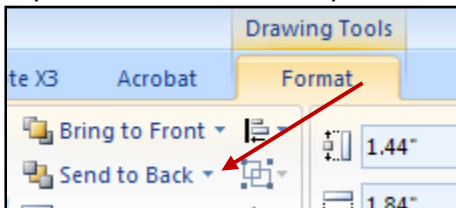


## How to place a rectangle shape (box) around text.

- You will now right click on the box and select 'Format AutoShape' which will open the following box.



- In the Format Auto Shape box, you will pull the scroll bar next to 'Transparency' all the way to the right (see arrow, above), which will cause the box to be transparent, and now your text will display through it.
- Note that if you would like to change the color or thickness (weight) of the line, you can do so in the 'Line' section of this format box.
- Finally, you will want to click on the box to once again show the circles on the corners and then select your 'Format' Ribbon on your toolbar. On the Format toolbar, select 'Send to Back.'



- Now the 'Shape' (box) you've applied to your document to surround your text will be BEHIND the text so that you can modify the text (unobscured by the shape). You enlarge or reduce the size of the box to fit your modified text by right clicking and placing your cursor on a corner and pulling the shape in the desired direction.