

How to insert Text Box in Google Docs

Google Docs Text Box will highlight a content in the document.

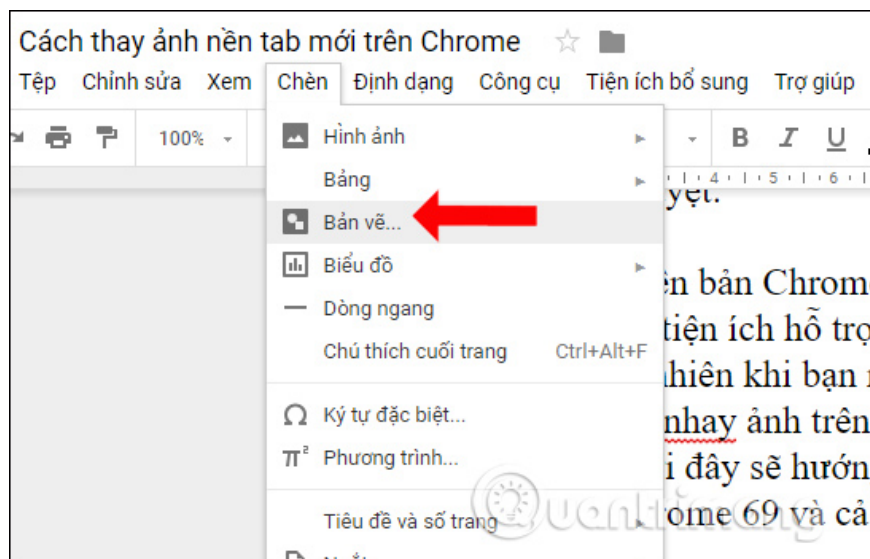
To highlight certain content in Word, the Text Box is one of the features that many people choose. And Google Docs has the same Text Box as on Word. We can compose Text Box to attract viewers to a certain content, move them at different locations in the document. In addition, Google Docs Text Box can still adjust the color design, Text Box background to use. The following article will guide how to insert Text Box in Google Docs.

1. Instructions for using Text Box in Word 2010
2. How to create Text Box in Excel
3. How to center the Text Box content in Word

Instructions for creating Text box in Google Docs

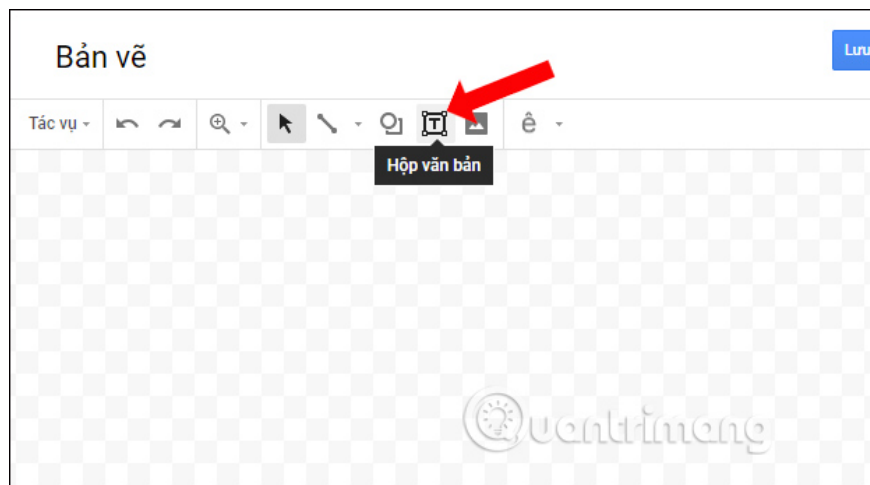
Step 1:

In the document Google Docs users click on the **Insert tab** and then click on **the Drawing tab** .

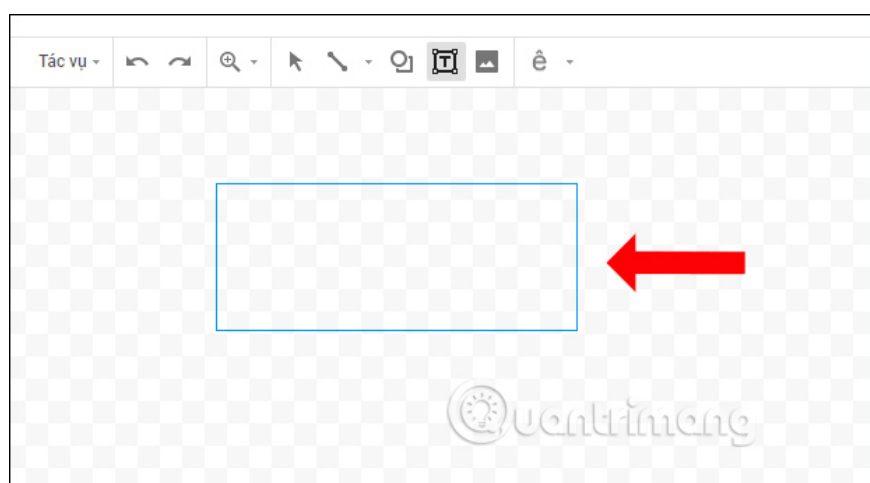


Step 2:

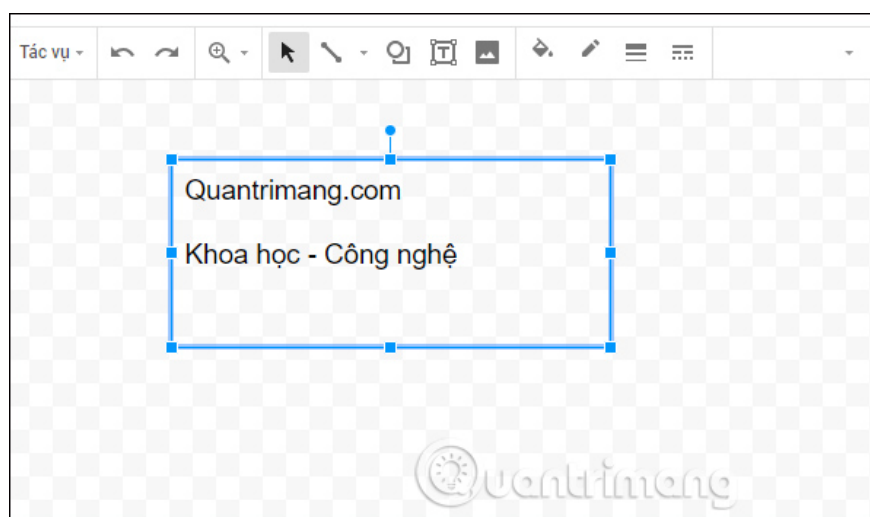
Now will display a separate interface separate from the content interface on Google Docs. In this interface click on **the T-frame icon** in the top toolbar.



A cross icon is displayed to drag the text box to the text box.

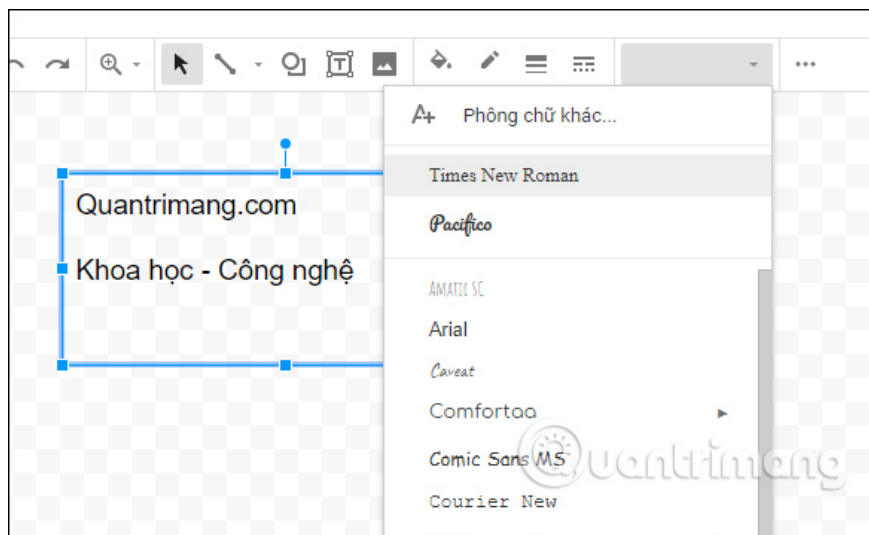


Enter the content in the green box.

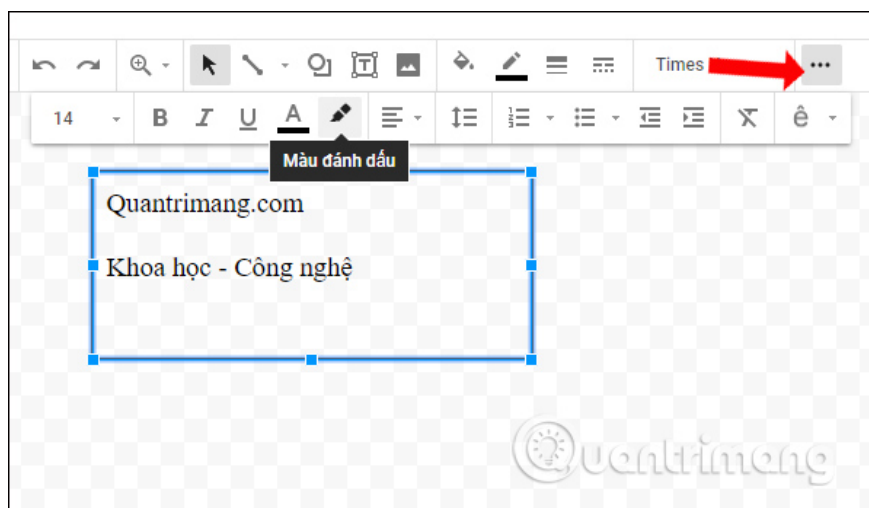


Step 3:

After entering the content into the frame, the user proceeds **to format the content** . First, you can choose the font.

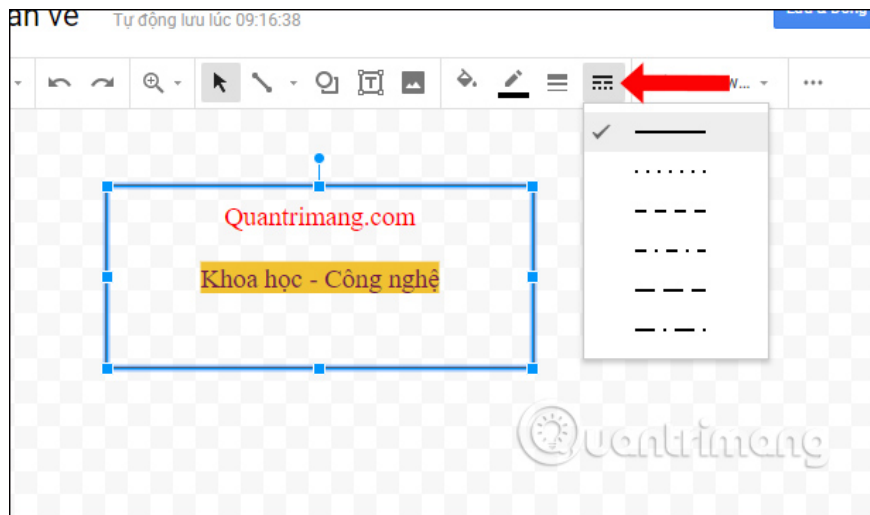


Click on **the 3 dot mark icon** to expand the font formatting toolbox. Here users can change text size, color for text, align text, add table of contents, .

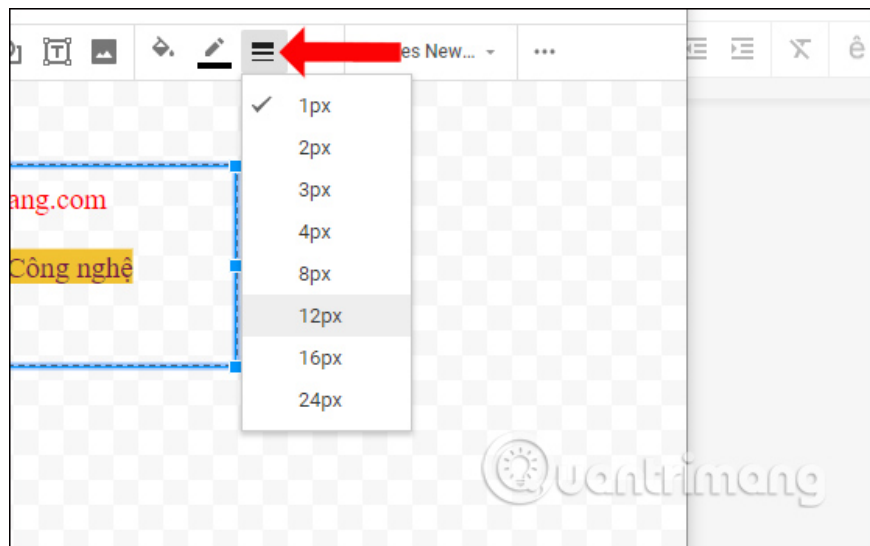


Step 4:

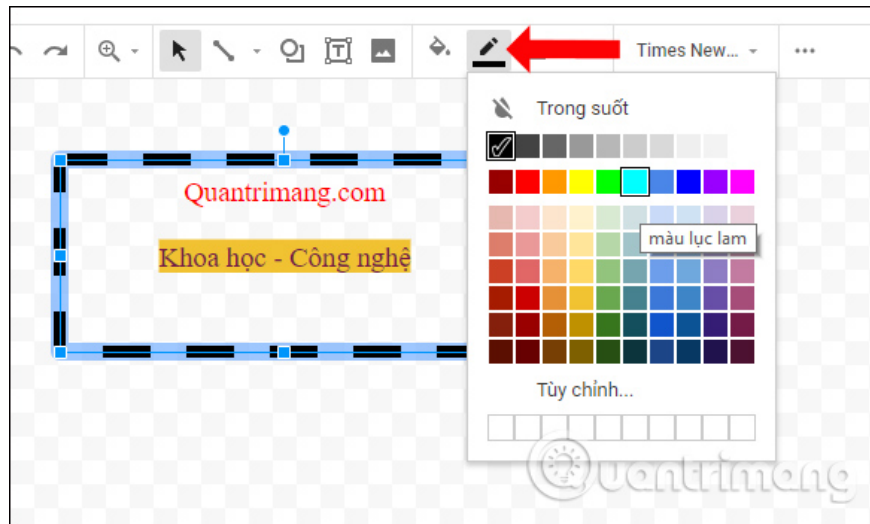
To add a border around the text in the Text box click on **the border icon** and then select the type of list in the list.



Continue to adjust the depth and size of the border.

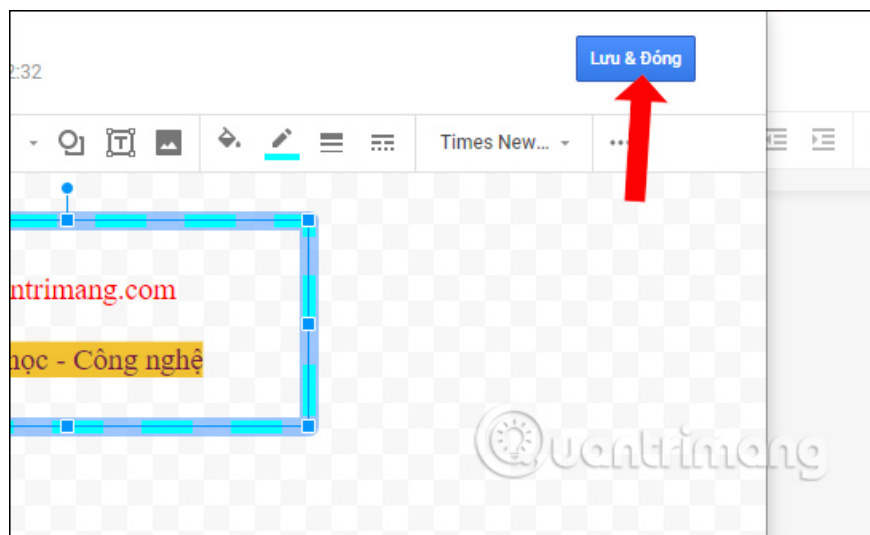


If you want to add color to the border, click on **the colored pen icon** next to it.



Step 5:

After you have finished formatting the content, click on **the Save & Close button** in the top right corner of the Drawing interface.



Step 6:

The Text box will display at the location where the user previously placed the mouse. We can move the Text box to anywhere in the document content.

trong bản Chrome này, hãy gọi vị trí nút New Tab trên Chrome, hay chọn hình ảnh cá nhân tạo ảnh nền cho tab mới trình duyệt.



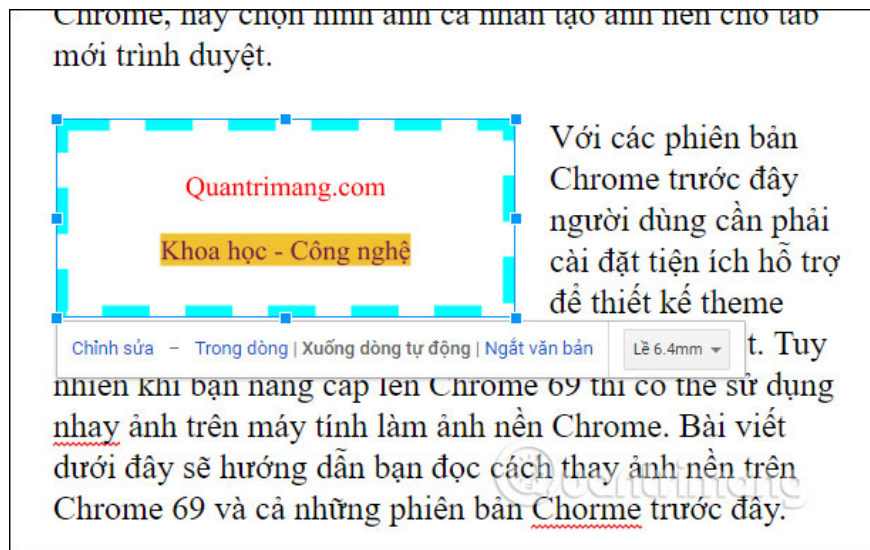
Với các phiên bản Chrome trước đây người dùng cần phải cài đặt tiện ích hỗ trợ để thiết kế theme cho trình duyệt. Tuy nhiên khi bạn nâng cấp lên Chrome 69 thì có

Step 7:

When you click on the Text box, the blue line will appear to enlarge or reduce the frame when needed. Below will be the Edit, In-line, Auto-Flow, Text Break and Alignment dimensions options. If you want to edit the text box content, click the Edit button.



If you want to adjust the position of the text box with content such as the image below, use the downstream and margin options.



The Google Docs text box is not available on the toolbar like Word, but through the drawing tool. The sections that format the text box content are also full so you can easily insert and create text boxes in the document.

Video tutorial inserting Text box on Google Docs

See more:

1. How to design PowerPoint with Text box and SmartArt
2. Word 2013 Complete Guide (Part 18): How to insert Text Box and WordArt
3. Word 2013 Complete Guide (Part 15): Insert Images and Text Wrapping functions

I wish you all success!

You finished reading the article "**How to insert Text Box in Google Docs**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.