

# How to insert Text Box in Word simply, anyone can do it

Text Box in Word helps you create a prominent text frame, increasing the aesthetics of the text. With just a few simple steps, you can insert and customize the Text Box as you like. Let's find out how to do it right after.

Text Box helps emphasize important content in Word. This article will guide you how to insert and edit Text Box on the latest versions of Word.

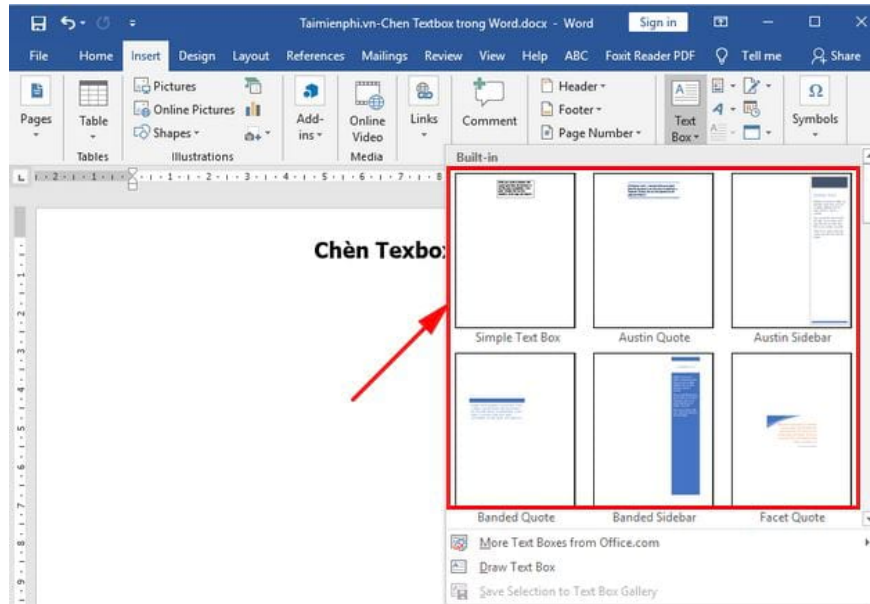
## How to insert a Textbox in Word

**Note:** Free Download Instructions are performed on **Word 2016** .

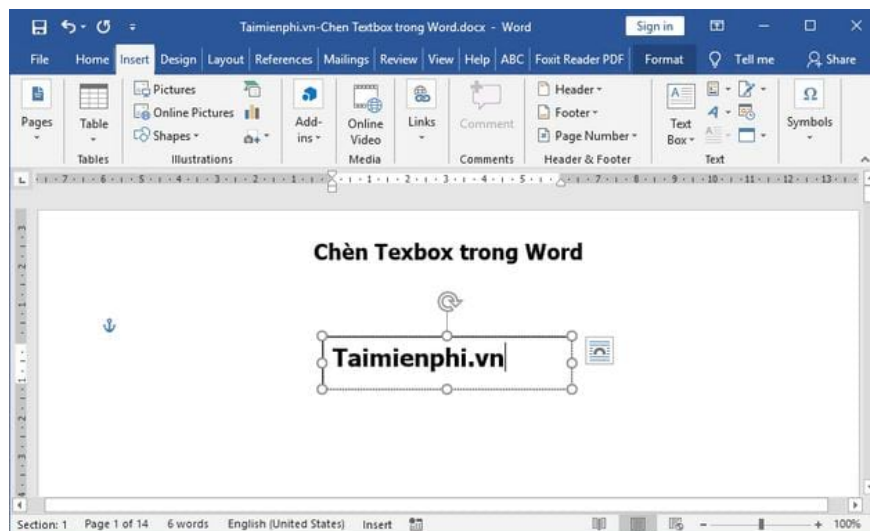
**Step 1:** Open the Word file where you want to insert the Text Box -> then go to the **Insert** tab -> select **Text Box** .



After you select **Text Box**, a dialog box appears -> you can choose a pre-formatted **Text Box style such as Simple Text Box , Austin Quote , Austin Sidebar** . If none of Word's pre-formatted styles match the content of the work you need to use, then you select **Draw Text Box** to customize it to your liking.

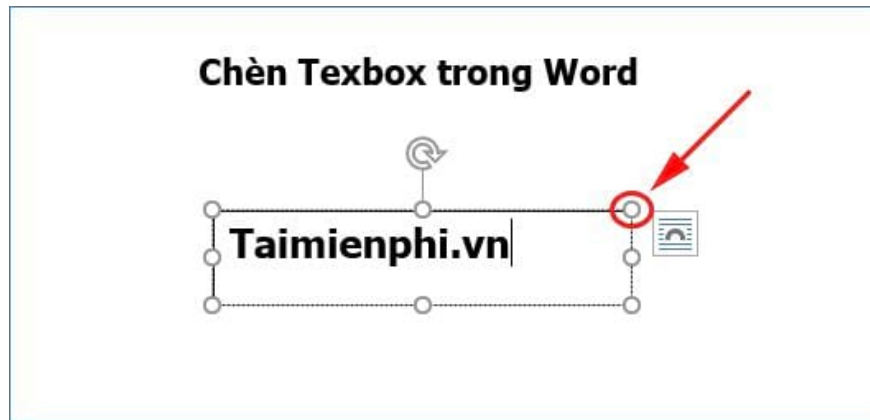


**Step 2:** After you choose the format for **the Textbox** , the Word application immediately displays the format and sample content inside -> you just need to enter the content for **the Textbox** .

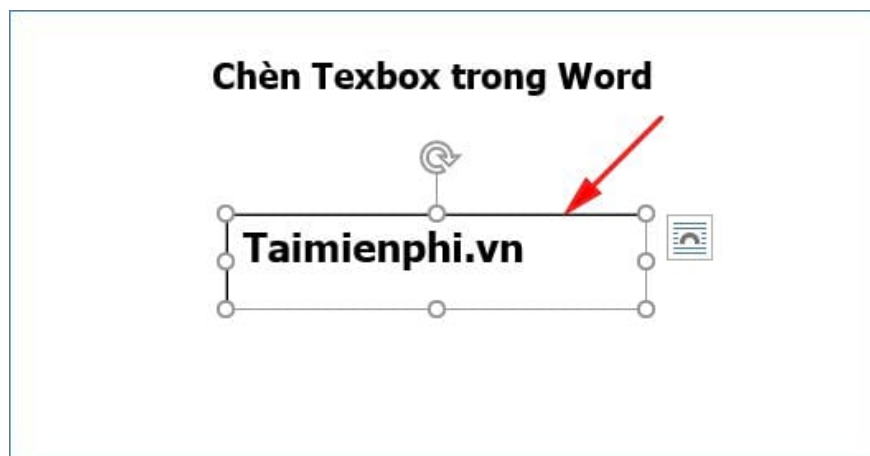


**Step 3:** You edit **the TextBox** .

- You want to shrink or enlarge the **Textbox border** -> you drag the mouse to the corners or middle of the **Textbox** border and enlarge or reduce as desired.



- If you want to move **the Textbox** to a different position than the default position -> move the mouse to one of the edges of the **Textbox** border and drag to the desired position.

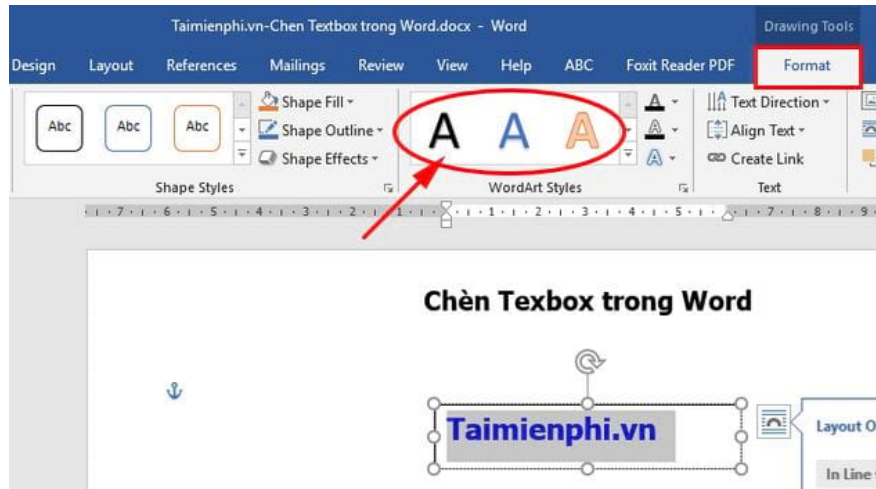


You edit the font, color, and size by going back to the **Home** tab and editing as usual. For example, the image below after you edit:



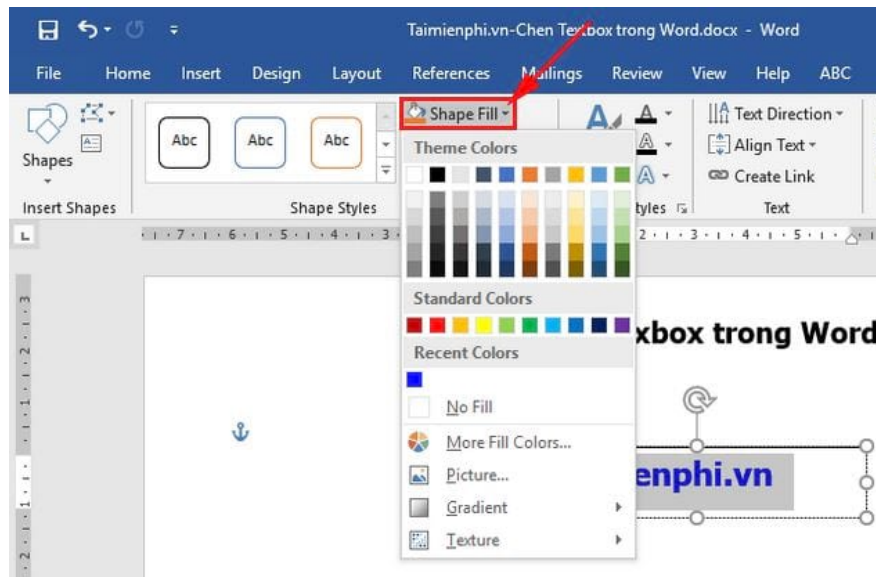
You can also insert **WordArt Styles** : If you want to stylize the font instead of the fonts in Font -> you select the **Format** tab in the **Drawing Tools** section (this section appears when you create a **Textbox** ). Then, you select

the font style in the **WordArt Styles** section .

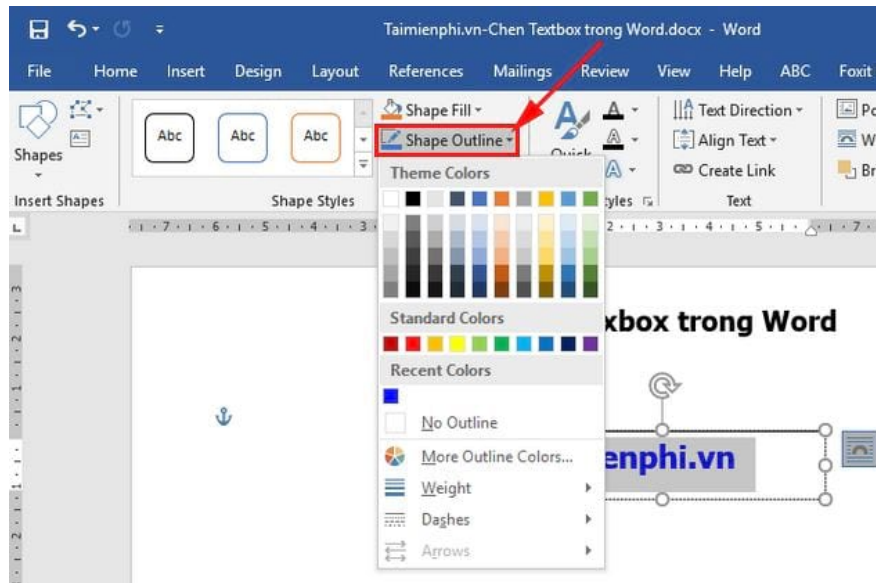


- Next, you choose the shape and color for **the Textbox in the Shape Styles** section of **Drawing Tools** . In **Shape Styles**, you have 3 options:

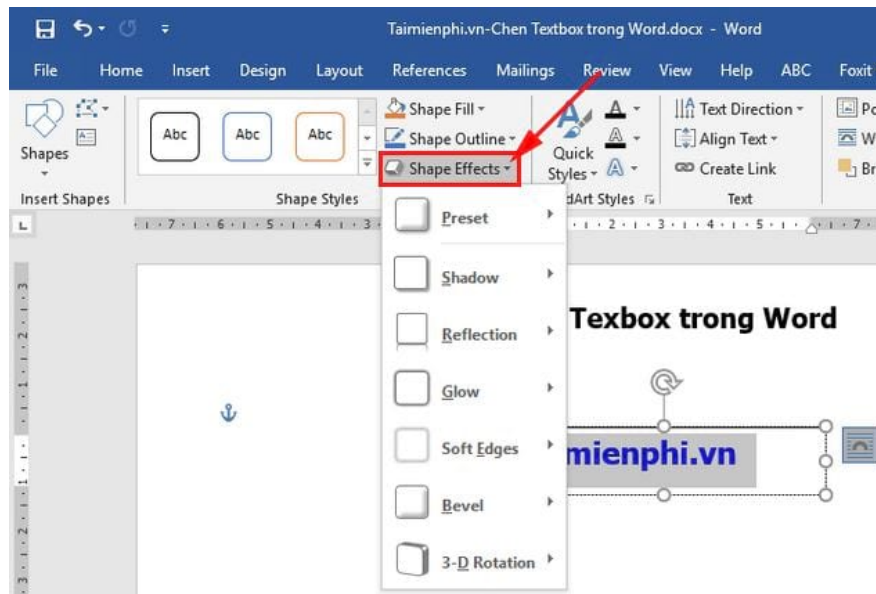
+ **Shape Fill:** fill color for the background of the shape.



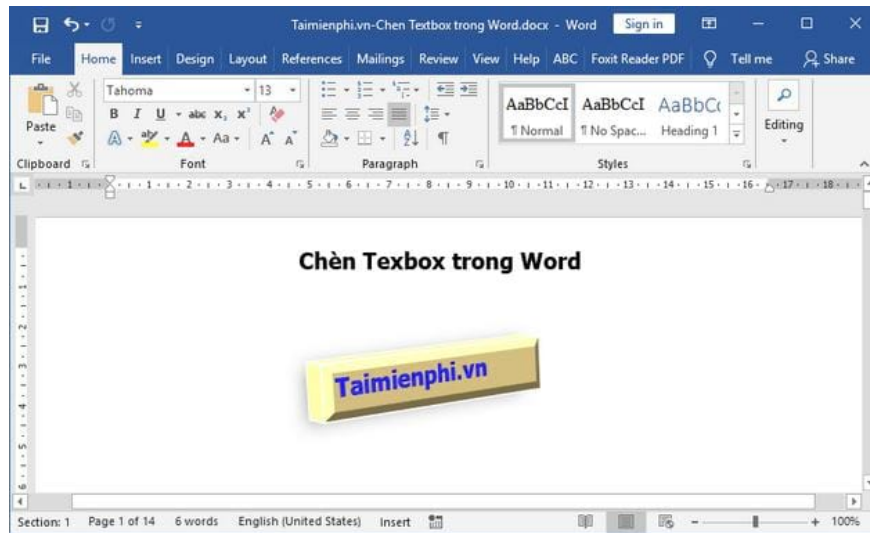
+ **Shape Outline:** Create outline and outline color for shape.



+ **Shape Effects** : create effects for shapes.



Final result after inserting the modified, edited Texbox:



The above article has guided you on how to insert Text Box to create charts, diagrams or artistic text, making the presentation text more professional. Using Text Box helps you be flexible in designing content, especially when making reports and presentations.

In addition, if you are using other versions of Word such as Word 2003, 2007, 2010 or 2013, you can refer to detailed instructions **on inserting Text boxes in Word** on TipsMake. These tips will help you work faster and make the most of Word's features.

You finished reading the article "**How to insert Text Box in Word simply, anyone can do it**" 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.