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How to Compose a Letter Using Text Boxes in MS Word

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Create a Letter Using Text Boxes in MS Word – not the “proper method” !!!.
A letter is composed by adding the letter text into suitably positioned text boxes on the page.
Text Box borders are then removed.

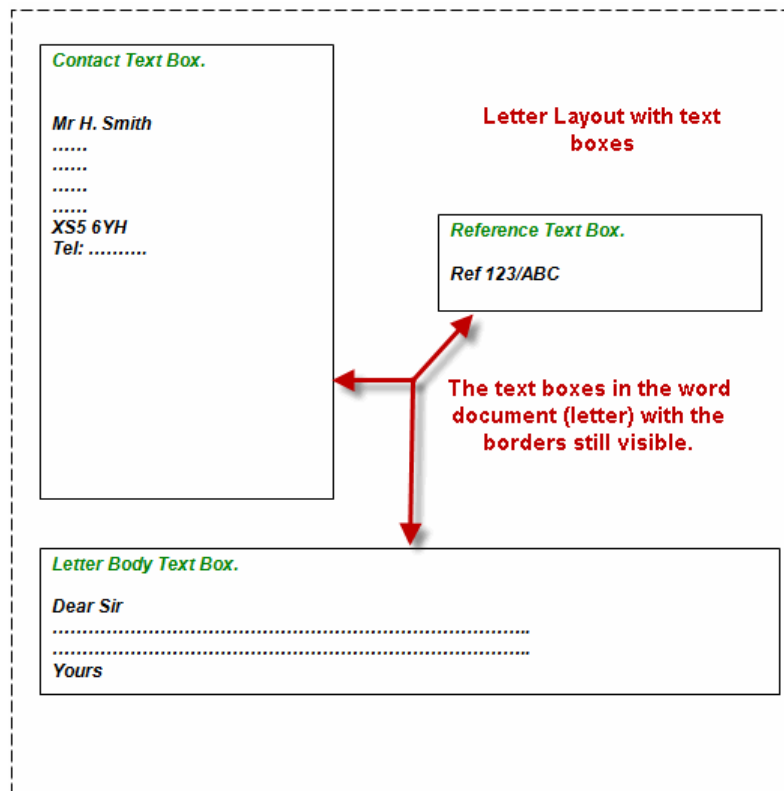
To draw a text box:

1. Click the Insert Menu then Text Box.
2. The Precision Pointer appears over the document. Depress the left mouse button and drag to draw the text box.

To position the Text Box:

1. Place the cursor over the Text Box border (it will change to a “move” pointer)
2. Depress the left mouse button and drag to the required position. Viewing the layout using Print Preview in the File Menu is helpful.

Note: In Word 2007 choose “Draw Text Box” from the Text Box “Built-In” dialog box.



To Resize a Text Box:

1. Click on the Text Box border until it's hatching appears.
2. Move the pointer over a resizing handle at the corner or side then depress the left mouse button and drag to increase or decrease the Text Box size.

To Remove a Text Box border:

1. Click on the Text Box border until it's hatching appears.
2. Right click and choose Format Text Box .
3. In Colors and Lines click the Line Color drop down

***box arrow and click No Line.
4. Click OK.***

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