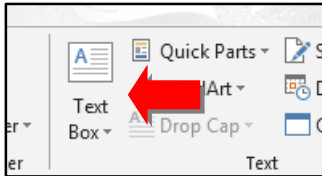


Insert a Textbox

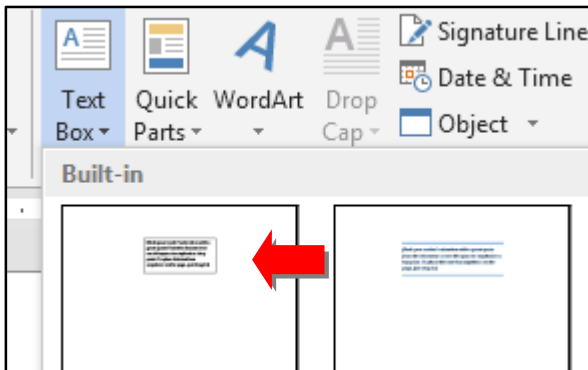
1. Select the **Insert** tab.



2. Select **Text Box**.



3. Select the type of text box you want from the drop-down menu.



4. Click on the text in the box to replace it with your own text.
5. You can move the box around by clicking the edge of the box and dragging it to your desired location.
6. To change any of the text box properties, right-click on the box and select **Format Text Box**.

