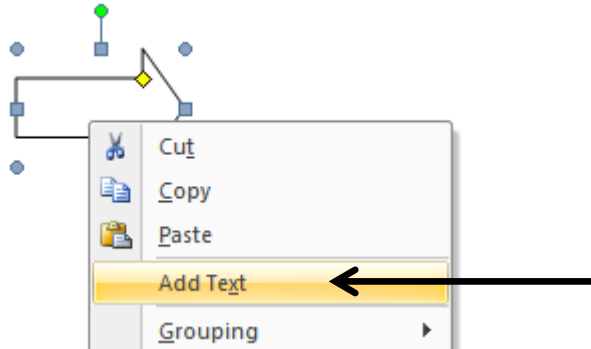![Massey University logo] **MASSEY UNIVERSITY**
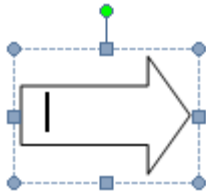
Text inside a shape

Microsoft Word 2003

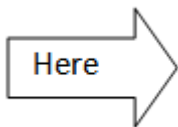You may want to add text into AutoShapes such as arrows, stars and banners.

1. After drawing a desired shape, **right click** on the shape > select **Add Text**

2. The shape is ready for adding text

3. Click outside of the object when you have finished adding text.

Tip: "*Some of my text has disappeared!*"

The allowance of text spacing can cause this problem. Your text is still there but you can't see it all because your shape size is too small to display it.

Simply stretching the shape out will solve this. Don't forget to use sizing handles they are small white circles, and wait for the mouse cursor to change to a two-headed arrow!