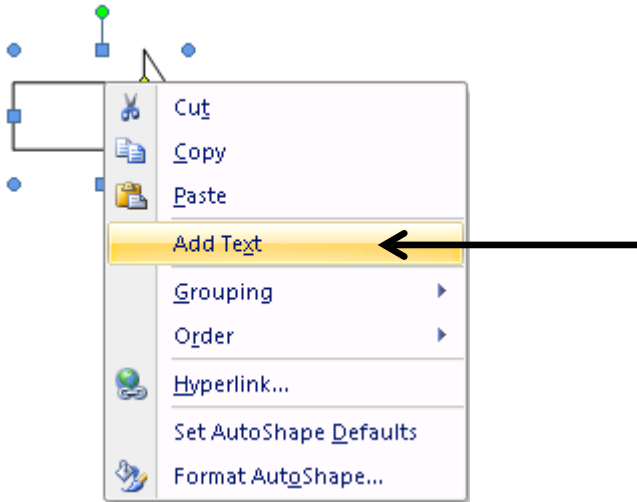


Text inside a shape

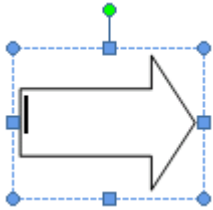
Microsoft Word 2007

You may wish to add text into an AutoShape such as arrows, stars and banners.

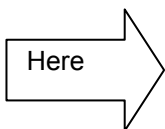
1. After drawing the desired shape, **right click** on the shape > select **Add Text**



2. Type out the text you want to appear in the shape.



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



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 all of it because your shape size is too small to display it.

Simply resizing the shape will solve this. Use the sizing handles (They are small blue circles and squares) your mouse cursor will change to a two-headed arrow when you resize the shape.

